# Club Name

your logo here

### Position Description Form

| **Job Title** | **Facility Management** | | |
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| **Accountability** | Club Executive & Committee | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * To manage the Club physical facilities (buildings, grounds and ovals) to ensure a high standard of safety and presentation for matches, training, events and other activities conducted form time to time * To provide support to the Executive and Committee members to ensure the efficient operation of the Club | | | |
| Responsibilities | | | |
| * Assist other Committee members in their duties as required * Undertake tasks at the request of the President, Executive or General Committee * Ensure the following cleaning works are completed:   + Change rooms   + Oval rubbish collection   + Social room cleaning   + C. Line marking | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable**   * National Police Clearance | |
| Relationships | | | |
| * Reports to the Club Committee * Liaises with the Executive * Liaises with official Club suppliers & stakeholders * Liaise with the Roster Coordinator and players to undertake change room clean cleaning, social room cleaning and rubbish collection | | | |
| Reporting | | | |
| 1. Provide a report on portfolio operations to the monthly Committee meeting | | | |