

FACILITY MAINTENANCE OFFICER

INSERT
YOUR
CLUB LOGO

Reports to: Committee

Purpose of the role

The Facility Maintenance Officer is responsible for the club's physical facilities (e.g. buildings, grounds and ovals) are at a high standard of safety and presentation for matches, training, events and other activities run by the club.

Qualifications & Desirable Characteristics

- Able to prioritise and coordinate activities
- Basic computer skills (e.g. Microsoft suit)
- Good communication skills

Duties and Responsibilities

Prior, during and post season duties for the Facility Maintenance Officer duties may include but are not limited to:

- Create and maintain a prioritised list of facility maintenance tasks needing to be done and to display these tasks and sign up/recruit.
- Create and maintain a list of member skills and qualifications and note in areas where they can lend a helping hand.
- Ensure the relevant areas of the facility are clean and working (e.g. change rooms, oval, kitchen, umpires rooms, toilets etc.).
- Develop a schedule of regular maintenance items with the committee (e.g. fire extinguisher checks)
- Alert committee of any major works or repairs required for their consideration.
- Review and update position description to ensure it continues to reflect the requirements of the role.

Time Commitment: 5-7 hours per week or as requested.