



Volunteer Position Description

Facilities Coordinator

The Facilities Coordinator is responsible for the management of the club's facilities ensuring they maintained and ready for match days and other events and functions nominated by the Committee.

Responsible to

The Facilities Coordinator is responsible to the President of the Club and the club members.

Responsibilities and Duties

The Facilities Coordinator should:

- Engage the club appointed cleaning service to ensure the dressing rooms, referee's rooms, toilets and club house are in a clean and tidy condition each time they are used;
- Organise all general maintenance and repairs that is required for the Club's facilities;
- Organise Test and Tag of Equipment at the commencement of each season;
- Purchase cleaning products, toilet paper and other general facilities goods, approval to be gained from the President or Treasurer prior to purchase;
- Organise when required the replacement of GAS bottles at the club;
- Organise waste removal;
- Organise annually for the below:
 - Gutters to be cleaned
 - Carpet to be cleaned
 - Grease trapped to be emptied
- When required, organise for the cement (external and dressing rooms) to be pressure cleaned;
- Organise pest control;
- Manage the booking of the club house's external functions.