



SMOSH West Lakes Junior Football Club

Facility Management

Objective

- To manage the Club physical facilities (change rooms, grounds and ovals) to ensure a high standard of safety and presentation for matches, training, events and other activities conducted from 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:

A. Change rooms

Cleaning is required:

1. Prior to a home match
2. After a home match

The rostered team is required to:

1. Sweep all floors, remove rubbish
2. Wash out both change rooms, both showers and the visitors trainers room
3. Restock toilet paper & soap from cleaners cupboard in trainers room
4. Empty bins into green bins and replace all bin liners, all areas

B. Oval rubbish collection

Rubbish collection is required following the completion of all home matches. Gloves are available for use and are located on the shelf in the switch room adjacent the office.

The rostered team is required to:

1. Pick up loose rubbish and place in large green rubbish bins from all areas of the Reserve, ensure playground and other areas are also completed.

C. Line marking

Ovals are to be marked the Friday prior all practice matches and home & away matches

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

Accountability

- Accountable to the Club Executive & Committee
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action
- Provide a report on portfolio operations to the monthly Committee meeting