



Grounds and Maintenance Manager

Objective

- 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 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

Relationships

- Reports to the Club Committee
- 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 & 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

Melville Junior Football Club

- Initial marking-out of grounds at beginning of season
- Maintain ground markings for season and/or coordinate roster of ground markers
- Liaise with President and Council for repairs/maintenance to Clubrooms
- Minor maintenance around the Clubrooms
- Maintenance of Auskick grounds and goal posts
- Keep line-marking machine clean and charged
- General clean out of rooms