

GROUND MANAGER'S JOB DESCRIPTION

For the Heidelberg Junior Football Club

1, Objective

- To provide an appropriate level of service to all home and away teams at all home games and at other times as agreed.
- To provide support to the Executive committee members to ensure the efficient operation of the clubs facilities on match days.
- To meet all standards of safety, maintenance and proper functioning of equipment and pavilion facilities..

2 Ground Manager's role

- The role will require attendance at Heidelberg Junior Football Club on all Sundays during the football season where home games are scheduled either at Warringal Park or Heidelberg Park
- . Hours are 7.30am until 5.30pm.
- The Ground Manager will initiate the set up and preparation of their rostered ovals 1 hour prior to the scheduled starting time of home games commences.
This includes: Opening the rooms and upstairs area.
Turning on the scoreboard
- The Ground Manager will be required to prepare all change rooms 1 hour prior to the starting time of the first home game.
- The Ground Manager will need to ensure that all signage has been displayed. eg Fair play posters
- The Ground Manager will need to ensure that all sponsors advertising is displayed in appropriate positions between start of the first game and the completion of the last game.
- The Ground Manager will ensure that there is adequate (lined) rubbish bins in all change rooms, main clubroom area and surrounding the canteen and ovals. Periodic checks on rubbish bins will be conducted throughout the day and full bins will be emptied and replaced.
(Two on far side, One at canteen, 3 on rooms side)

- The Ground Manager will keep in contact with Executive Committee members (by telephone) regarding incidents that may occur during the day and report appropriate notations to be presented to Committee should further action be warranted.
- The Ground Manager will be available to both call and facilitate the prompt arrival of Emergency vehicles in the instance of an incident requiring their attendance and escort them to the grounds or incident
- The Ground Manager shall monitor the Club's car park throughout the day and ensure that illegally parked vehicles are moved promptly to keep access clear for Emergency vehicles.
- The Ground Manager will monitor spectator, player and official's behaviour and will be empowered to take appropriate action should this behaviour be outside what is deemed acceptable.
- The Ground Manager will check the adequate working of all toilets within the Club rooms at the beginning of each day and ensure that adequate toilet paper is present.

3 Key Responsibilities

- Effectively manage and run the HJFC home facilities and grounds on designated Sunday match days.
- Ensure that adequate safety plans are in place and that helpers have an understanding of these guidelines.
- Ensure that equipment is maintained to an adequate and workable standard, performing routine checks and performing simple repairs where possible.
- Reporting recommendations to Committee where professional maintenance is necessary.
- Ensure that the Clubrooms/ Change rooms are clean and all equipment is put away and stock is stored after each home fixture.

Accountability

- The Ground manager and its operators are accountable to the Club Executive and Committee.
- The Ground manager is accountable to the Membership of the HJFC and its performance is reflective of the Club as a whole.
- The Ground manager is accountable to the Banyule City Council by adhering to all available safety practices and ensuring these are met and the HJFC Comply with Council's requirements at all times.