



Kingsway Sports Complex
Skeit Road Madeley
PO Box 1338 Wangara 6947
ABN 18 475 614 383

PORTFOLIO DESCRIPTION - FACILITIES MANAGER

Works in conjunction with :

Other Portfolios - All

External to Committee - City of Wanneroo ; Vikings Softball Club ; Alcohol Sponsor

Responsibilities and Duties :

Facility

- ◆ Keeper of the Keys
- ◆ Liaise with City of Wanneroo for matters relating to maintenance and security of facilities
- ◆ Liaise with Vikings Softball in relation to handover
- ◆ Liaise with Canteen, Equipment, Uniforms and Merchandise regarding the Clubs storerooms
- ◆ Organise Commercial cleaners as and when directed by the Committee
- ◆ Be the go to person for any member wishing to hire the social hall for private function

Bar Manager

- ◆ Manage the Bar during opening hours
- ◆ Be aware and adhere to the requirements of the Liquor Licensing Act
- ◆ Possess the required Responsible Service of Alcohol Certificate (compulsory)
- ◆ Ensure all persons serving alcohol have their RSA certificate
- ◆ Liaise with Sponsors who supply the Club's Alcohol
- ◆ Set out a Bar price list for Drinks and present to Committee for approval
- ◆ Stocktake on a regular basis in readiness for weekend games at the Club
- ◆ Liaise with the Treasurer for reconciling all monies against stock

Knowledge and Skills Required :

The person performing the portfolio is someone who:

- ◆ Has good effective communication
- ◆ Has good computer skills (Word & excel)
- ◆ Is well organised
- ◆ Some knowledge of ordering stock
- ◆ Basic financial knowledge