

POSITION DESCRIPTION

Executive Match Day Operations



Objectives

- To ensure a safe and comfortable environment for club members and visitors.
- To work with the canteen to provide appropriate food and beverage facilities to club members and visitors on match days and functions.
- To work with the Volunteer Manager to ensure adequate numbers of volunteers are available to assist on matchday
- To establish and oversee budgets for food and beverage, social rooms, and those operations are managed efficiently to meet budget requirements.
- To provide support to the executive and committee members to ensure the efficient operation and use of the club's facilities.

Responsibilities

- Coordinate and oversee all non-core business match day off-field operations held at the club.
- Ensure all required licenses and certificates held by the club and displayed as required.
- Ensure the canteen and social room volunteers are suitably qualified and trained and that the canteen and social room kitchen are compliant with health department requirements.
- Oversee and manage their ongoing administration for the social rooms, match day canteen, match day gate (if applicable), social rooms.
- Account for all purchases and sales of food and beverages to maintain stock control, tracking purchases and sales.
- Maintain a list of approved suppliers for all goods and services and ensure purchases are to be obtained at competitive prices.
- Be familiar with the rules and practices of the liquor licensing regulations, council, health department, local laws, WorkSafe and OHS, league, club and any other body that has governance to give advice to the president and committee as required.
- Implement and maintain the responsible service of alcohol policy.
- Ensure all funds are accounted for and promptly handed to the treasurer.
- Attend state government department, police and shire / council meetings where required.
- Report activities of the portfolio to the membership at the annual general meeting.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president, executive or non-executive committees.

Relationships

- Reports to and liaises with the president and executive committee.
- Liaises with and supports all operations portfolio of volunteers.
- Liaises with all relevant members and any person responsible for and or running any social event under the Cclub umbrella or as a private function.
- Liaise with the recreation reserve committee regarding maintenance to the buildings, oval and equipment.
- Liaises with official club suppliers of goods and services, police, liquor licensing, shire health department and local laws.

Accountability

- The operations manager is accountable to the president and the executive committee.
- Provides a report on any aspect of portfolio operations to the committee when requested.
- Seek ratification from the committee for the season social calendar including financial arrangements and shall thereafter have the authority to act within the limits approved.