



CLUB FACILITIES MANAGER

Job Type: Permanent Part Time - Approx 22 hours a week, with flexibility to match the demands of the playing and off-season.

Location: Blackwood Football Club, Trevor Tce, Blackwood Hill

Job Description: Club Facilities Manager

Blackwood Football Club Inc. is searching for a self-motivated Club Facilities Manager, who can manage our complete site operations and to help build a well-run and efficient club. The incumbent should be able to network and build lasting, professional relationships with our members, staff, suppliers, contractors, and volunteers. They should also ensure all equipment and facilities are functioning optimally.

To be successful, you should demonstrate good powers of observation and be able to identify issues before they become problematic. A top candidate for this position should be proactive, hungry to learn and be respectful in all their dealings towards the club's ethos.

What will your job look like?

- Plan and manage daily operations relating to – amongst other things – security, cleaning and maintenance.
- Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures.
- Running and managing the bar operations and facility, including ordering and controlling all stocks to meet demand and budget.
- Managing and ordering of food and beverage stocks for the kitchen operations to meet demand and budget, as well as cleaning and bathroom consumables.
- Organise and ensure relevant paid staff and/or volunteers are available at required times, create and maintain work rosters and all within budget for the bar and kitchen.
- Provide supervision to and ensure adequate training of all staff and volunteers – new and existing and they are competent to carry out their tasks.
- Manage cash floats, banking and income reconciliation – with assistance from Club Treasurer and Book-keeper.
- Ensure compliance with liquor licence conditions – including ensuring that all bar staff (including volunteers) have appropriate Responsible Service of Alcohol qualification.

- Ensure compliance with the Food Safety Standards – including ensuring that all kitchen staff (including volunteers) have completed basic online food safety training.
- Manage the calendar for functions and events to ensure that there are no double bookings.
- Promote the Club Facilities for hire by 3rd parties for functions and events.
- Assist with the preparation of the Club for internal functions (including setup)
- Other reasonable tasks as directed by the President or delegate.

SKILLS & EXPERIENCE

Qualifications:

- Responsible Service of Alcohol qualification
- Responsible Person approval or eligible for approval as a licensed venue Responsible Person (RP)
- Qualified Food Safety Supervisor (FSS) – or preparedness to complete the relevant training.
- First aid certificate – or preparedness to complete the relevant training.

Experience:

- Leadership or management in a hospitality/club environment
- Event management/coordination (desirable)
- Training and supervision of staff

Skills:

- Excellent and professional approach to interpersonal communication
- Flexible, organised and able to manage time effectively
- Computer literate – including in electronic communications
- Preparedness to seek advice and assistance as required
- Point of sale – cash and eftpos

PERFORMANCE GOALS:

- All stocks (food, beverage, cleaning and bathroom consumables) are available as required
- The Club is clean and presentable at all times
- All staff/volunteers are appropriately trained to serve alcohol and/or handle food
- Bar and kitchen are staffed adequately and within budget
- Club facilities are hired by 3rd parties on at least 25% of available weekends
- Deal with clients, suppliers and other staff and volunteers professionally at all times

About you:

- **Blackwood is a community-based football club - you will have a community spirit, be flexible and willing to engage with multiple stakeholders for the promotion and smooth operations of a popular facility.**

This is an outstanding opportunity for the right person and if this sounds like the ideal role for you, please submit your application with your resume or request to discuss the position to:

secretary@blackwoodfootballclub.com.au

Applications Close: 9th February 2024