Aveley Junior Football Club Inc.
A.B.N. 81 603 471 751 | **www.aveleyfootballclub.com.au**
Turkich Parade Oval, Bolero Road, Aveley | PO Box 2379, Ellenbrook WA 6069

CLUBROOMS COORDINATOR JOB DESCRIPTION

All Executive and General Committee members are responsible for acting in a manner which brings credit to the club and abides by all club, association, local district and WAFC Policies.

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;
- Ensure the following cleaning works are completed:

A. Change rooms

Cleaning is required:

1. Prior to a home match
2. After a home match

The rostered team is required to:

1. Sweep all floors, remove rubbish;
2. Wash out both change rooms;
3. Restock toilet paper & soap from cleaners cupboard;
4. Empty bins into green bins and replace all bin liners, all areas;
5. Remove lost property and place in designated area;
6. Using a cloth and spray & wipe, clean all mud / marks from change room;
7. Place any dirty towels, bandages or ice bags in the appropriate area.

B. Oval rubbish collection

Rubbish collection is required following the completion of all home matches. Gloves are available for use and are located on the shelf in the switch room adjacent the office.

The rostered team is required to:

1. Pick up loose rubbish and place in large green rubbish bins from all areas of the Reserve, ensure playground and other areas are also completed.

C. Social room cleaning

Cleaning is required (also includes toilets, kitchen):

1. Prior to a home match, following the completion of training & team selection;
2. After a home match

The rostered team is required to:

1. Empty all rubbish bins and replace bin liners as necessary.

2. Wipe clean front and rear entry glass doors.
3. Wipe down all tabletops.
4. Wipe down all window ledges.
5. Set up all tables, chairs and ready for next use.
6. Polished floor area is to be mopped using mineral turpentine only.
7. Bagged rubbish is to be placed in large green outside bins.
8. All cleaning requisites are kept in the cleaning cupboard in the passage.
9. Vacuum all carpets.
10. Replace used stocks of toilet paper.
11. Clean hand basins and toilets.
12. Sweep and mop all tiled floors.
13. Turn off: lights, hot water services (kitchen), and Air Conditioning.

D. Line marking

Ovals are to be marked prior to all practice matches and home & away matches

Relationships

- Reports to the Club Committee
- Liaises with the Executive
- 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 Executive & 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.

Date:	**Item:**
12 January 2019	**Drafted**
12 February 2019	**Adopted by Committee**
February 2020	**For Review**