



Hills District JRLFC & TA Inc.

POSITION DESCRIPTION

Position Title:	Club Property Steward	Category:	Committee Member
Job Description			
<p>The Property Steward is the asset manager for the Club. This role is responsible for the proper management (order, dispatch, maintain, track and replace) of all equipment and clothing required for effective football operations.</p> <p>Equipment and clothing will include all Training Equipment, Game Day equipment, Balls, Sponsor Banners, Safety Equipment and Padding, Jerseys, shorts, socks, training clothes and club merchandise.</p>			
Knowledge & Skills Required			
<ul style="list-style-type: none">• Effective organizational and time management skills• Attention to detail• Accurate record keeping skills• Good listener & ability to liaise with members of the Club in a friendly and welcoming manner• Ability to negotiate successfully with internal stakeholders and suppliers• Good knowledge of all Club/football equipment			
Objective			
<ul style="list-style-type: none">• To provide support to Coaches, Team Managers and the Ground Managers by ensuring that all equipment and clothing are supplied for the effective operations of training and game days.			
Responsibilities			
<ul style="list-style-type: none">• Contribute to the formulation of the Club operational plan by keeping the committee informed of all relevant matters involving Club equipment and clothing• Ensure that all footballs, padding and other associated equipment are supplied, in serviceable condition and adequate for game day and training• Audit, refurbish/build/dispatch and track all 'Team/Coach Kits' prior season commencement• Ensure that all Coaches and Team Managers are aware of their responsibilities of the equipment they use or are given• Maintain, clean and service all property and equipment belonging to the club• After BOM approval, order all apparel items and training equipment considered necessary to stock the club at the beginning of the season• Arrange pick up/delivery of all apparel items• Ensure the apparel and equipment is regularly restocked throughout the season• Monitor sales to ensure the club is not overstocked on certain items• Maintain appropriate records and reports as required by the Treasurer and BOM• Perform biannual stock takes of all clothing and equipment, reporting outcomes to Treasurer and BOM• Ensure that the storeroom and its contents are secure at all times			

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- Collect any equipment and other operational equipment from the Team Managers and Coaches at the end of the season
- Safely pack all clothing and stock items of equipment for safe and protected storage at the end of the season
- Undertake tasks at the request of the President and Executive Committee
- Be available on game days to assist coordination and management of the day as per roster

Additional Notes

Reviewed By:	Rick Palin	Date:	14 November, 2014
Approved By:	Glenn Starr	Date:	14 November, 2014
Last Updated By:	Rick Palin	Date/Time:	14/11/2014 12:00PM
Office Bearer:	Peter Sharp	Term:	BOM 2016 Season
Signature:		Date:	