



FACILITIES SUPERVISOR

The Facilities Supervisor oversees and ensures the smooth operation of our courts and facilities during netball competition, assisted by volunteers and casual staff.

Duties include:

Ensure that the complex is open early enough on playing days and supervise the volunteers to ensure post pads, banners, signposts, physio equipment, other tents and equipment as required are correctly put up and any other activities required before the games are due to start.

Ensure that everything required to maintain the smooth running of the games is in working order throughout the entire day.

Oversee the car park, ensuring it is adequately staffed and managed.

Ensure that any health and safety issues with the facilities are immediately and adequately addressed.

Assist the BBQ Supervisor, Canteen Supervisor and office volunteers with any equipment or facilities issues.

Ensure that all the equipment has been locked away, the grounds are clean of rubbish, the fixed bins have been emptied, and the wheelie bins have been locked away at the end of play.

Ensure the Amenities block is secured, and the alarm turned on and security is maintained throughout the entire year. Lock up responsibilities may be delegated to another key holder.

Contact the Association Secretary with respect of any break-ins or other security breaches that may occur throughout the season.

Contact the Ku-Ring-Gai Council liaison officer to report any damage etc to Council as required.

Report to the Association Secretary with respect to any matters connected to the Amenities Block or the courts including the cleaning of the inside toilets to ensure they are clean and in working order throughout the year

Maintain the defibrillator in working order, replacing the pads and battery when required.

Ensure all equipment is maintained in safe working order.

Liaise with the Treasurer in relation to any costs to be incurred to ensure the smooth running of the complex and courts.

Supervise a working bee to clean the complex before the start of the season.

Liaise with and assist the Grounds Committee.

Other duties may be required or requested by the Executive during the year.