

Operations Manager Role Description

The role of the Operations Manager is to keep a priority list of “odd jobs” and repairs required and to recruit members or externals to undertake work as needed. The role is to oversee the work, not necessarily to do it.

Duties

- Develop and maintain a prioritised list of facility maintenance tasks needing to be done for display and sign up / recruiting purposes
- Ensure Fields are marked at the start of the season
- Ensure fields are ready for play each week.
- Together with Equipment and Ground Maintenance person check that all stored equipment - Sticks, Helmets, arm pads and gloves are in good order
- Recruit and encourage involvement of volunteer assistance to undertake tasks in their own time. Monitor progress and thank on completion
- Purchase linemark paint from approved supplier with Treasurer approval.
- To alert the Committee of any major works or equipment required for consideration
- To organise working bees if considered necessary.
- Maintain a list of member skills and/or qualifications and areas where they will lend a helping hand
- Oversee the Canteen and Bar functions of the club.

Desirable Attributes:

- Good at involving people and recognising people for their support
- Can prioritise and coordinate activities
- Good communication skills
- Sufficient computer skills (or access to) to develop and maintain a spread sheet of tasks required, completed, by whom and cost

Needed:

- Access to a computer
- Maintenance Spread sheet
- Annual Planner for schedule of regular / annual maintenance tasks