



Position Available – Grounds Co-ordinator

Lane Cove Football Club (“Lane Cove FC”) is a community-based football club with a proud 80 year history in the Lane Cove district of Sydney’s lower North Shore. Lane Cove FC has over 900 playing members across all age levels, and has two home grounds incorporating the premium Blackman Park facility in Lane Cove West and Pottery Green in the heart of Lane Cove.

Lane Cove FC is seeking a Grounds Co-ordinator to join the team to assist in the preparation and co-ordination of game day functions at Blackman Park and Pottery Green.

Position Title:	Grounds Co-ordinator
Reports To:	President, Lane Cove FC
Location:	Pottery Green, Lane Cove and Blackman Park, Lane Cove West
Employment Type:	Casual
Employment Period:	March 22 nd to August 31 st 2018

Purpose of the Role:

The Grounds Co-ordinator is an essential member of Lane Cove FC that ensures delivery of an efficient and co-ordinated game day experience at both Blackman Park and Pottery Green. This includes ensuring grounds are “dressed” (nets and flags erected) for play on Saturdays and Sundays (through a roster system of players / volunteers from across Lane Cove FC’s teams), and that game day amenities (Canteen and Miniros BBQ) are appropriately co-ordinated, staffed and operated.

Scope of the Role:

- Management of the ground dressing and undressing functions for Blackman Park (full size pitches only) and Pottery Green on all Saturdays and Sundays during the NSFA winter football season
- Management of the delivery of the Canteen service at Blackman Park on Saturday mornings during the NSFA winter football season
- Management of the delivery of the Miniros BBQ service at Blackman Park on Saturday mornings during the NSFA winter football season
- Be a central point of contact for the club executive and members in relation to all ground control, canteen and BBQ issues

Key Responsibilities:

Ground Dressing

- Develop a thorough understanding of Lane Cove FC’s ground dressing requirements and processes
- Establish and manage a weekly roster for Lane Cove FC teams to dress and undress Blackman Park (full size pitches only) and Pottery Green. This roster management will require you to:
 - Notify relevant teams on a weekly basis of their ground dressing responsibilities, and ensure each team has adequate volunteers to fulfil their responsibilities;



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- Prepare and distribute detailed instructions on what is required by teams to appropriately dress and undress pitches;
 - Establish protocols and processes for the weekly handover of keys to the respective storage facilities;
 - Develop and implement a system to obtain confirmation that grounds have been dressed and undressed appropriately, and when undressed that all items have been returned to the respective storage facility. This may be through phone / email confirmation by weekly volunteers or through physical inspection by the Grounds Co-ordinator; and
 - Be on call on Saturdays and Sundays as the first point of contact to resolve any issues relating to ground dressing or undressing activities
- Ensure the ambulance gates at Blackman Park and Pottery Green are unlocked at appropriate times on Saturdays and Sundays, and locked again when not in use

Canteen

- The Canteen will operate on Saturday mornings between the hours of 8.00am and 12.30pm during the NSFA winter football season. It will be operated from Lane Cove FC's Blackman Park storage facility
- Establish and manage a roster for the weekly staffing of the Canteen by Lane Cove FC teams. This roster management will require you to:
 - Notify relevant teams on a weekly basis of their Canteen staffing responsibilities, and ensure each team has adequate volunteers to fulfil their responsibilities;
 - Prepare and distribute detailed instructions on what is required by teams to operate the Canteen; and
 - Develop and implement a system to obtain confirmation that the Canteen is being appropriately staffed and operated each week (either by confirmation by weekly volunteers or through physical inspection by the Grounds Co-ordinator)
- In conjunction with the club executive, determine a menu and pricing of items to be sold in the Canteen
- Monitor stock levels and turnover rates of items sold in the Canteen, and purchase stock in appropriate quantities at appropriate times (taking into consideration opportunities to acquire key stock items when they are on sale at discounted prices), including delivery of stock to the Blackman Park storage facility
- Establish and implement appropriate cash handling procedures to ensure safekeeping of cash generated through the Canteen, and remittance of funds to the Lane Cove FC Treasurer
- Maintain appropriate records to allow for proper accounting of revenues and expenses relating to the Canteen service

Miniroos BBQ

- The Miniroos BBQ will operate on Saturday mornings between the hours of 8.00am and 12.30pm during the NSFA winter football season. It will operate adjacent to the Blackman Park (lower) grass Miniroos pitches
- Establish and manage a roster for the weekly staffing of the Miniroos BBQ by Lane Cove FC teams. This roster management will require you to:
 - Notify relevant teams on a weekly basis of their Miniroos BBQ staffing responsibilities, and ensure each team has adequate volunteers to fulfil their responsibilities;
 - Prepare and distribute detailed instructions on what is required by teams to operate the Miniroos BBQ, including set-up and pack away responsibilities;



- Where required, assist with the set-up of the Miniroos BBQ; and
 - Develop and implement a system to obtain confirmation that the Miniroos BBQ is being appropriately staffed and operated each week (either by confirmation by weekly volunteers or through physical inspection by the Grounds Co-ordinator).
- In conjunction with the club executive, determine a menu and pricing of items to be sold at the Miniroos BBQ
 - Monitor stock levels and turnover rates of items sold by the Miniroos BBQ, and purchase stock in appropriate quantities at appropriate times
 - Manage delivery of purchased stock to the Blackman Park storage facility, including appropriate refrigeration of perishable items
 - Ensure that there are sufficient quantities on hand of all items required to operate the BBQ (tongs, BBQ tools, paper towel, serving trays, cooking oil, gas in BBQ bottles etc)
 - Establish and implement appropriate cash handling procedures to ensure safekeeping of cash generated through the Miniroos BBQ, and remittance of funds to the Lane Cove FC Treasurer
 - Maintain appropriate records to allow for proper accounting of revenues and expenses relating to the Miniroos BBQ

Candidate Requirements

Practical Requirements

The successful candidate must:

- Be available on all weekends during the NSFA winter football season (April to August inclusive) and be available to attend grounds on short notice;
- Have their own, reliable vehicle;
- Live no more than a 10 minute drive from Blackman Park and Pottery Green; and
- As a condition of the role, have or obtain a paid Working With Children Check.

Personal Attributes

The successful candidate must:

- Understand the importance of the role in the efficient delivery of services to Lane Cove FC members and other teams playing in the NSFA winter football competition;
- Be reliable and dependable, with a “whatever it takes” attitude and a focus on outcomes and delivering on expectations;
- Be highly organised, with superior time management skills, the ability to manage multiple tasks and be passionate about delivering a high quality and timely service;
- Have the ability to work autonomously and with limited supervision, and the capability to independently solve problems as they arise; and
- Have the ability to communicate effectively and clearly to Lane Cove FC members regarding their obligations and requirements to assist with functions controlled by the Grounds Co-ordinator, and the ability to create positive relationships to ensure Lane Cove FC members fulfil such obligations.



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Remuneration

- Lane Cove FC is a voluntary organisation focused on providing a great sporting experience for its members. It is anticipated that this role will involve a time commitment of up to 10 hours per week. Lane Cove FC is open to discussing appropriate compensation options with individual applicants based on their individual circumstances and relationship with the club

Applications

If you feel you have the capabilities, passion and desire to succeed in this role, please submit your application via email to admin@lfc.com.au, addressed to the President, Lane Cove FC.

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