

## **JOB DESCRIPTION**

**JOB TITLE: FACILITY MANAGER**

**LOCATION: MELBOURNE SPORTING PARTNERSHIP, MELBOURNE**

**RESPONSIBLE TO : BUSINESS & OPERATIONS COMMITTEE CHAIRMAN**

**MAIN PURPOSE OF ROLE: To manage the total facility, operations of the bar, cellar and the venue of the MSP. This is a part time role – salaried for 25 hours with some weekend working required.**

### **MAIN DUTIES:**

**TOTAL SITE MANAGEMENT-** to be responsible for the total site including the maintenance, security and usage of the pavilion; maintenance and security of the AGP and MUGA and (in conjunction with the relevant sports clubs) the maintenance and usage of the grass pitches. Note elements of this role will be delegated, to other individuals and clubs, where appropriate and agreed

**BAR OPERATIONS MANAGEMENT-**to ensure all bar equipment is in good order and cleaned as required and staff rota in place as required to support bar opening times. To work with the administrator to ensure daily till readings and all cash requirements are followed.

**CELLAR MANAGEMENT-**to ensure beer lines are cleaned as per supplier specifications, stock is stored /disposed of safely, and stock rooms remain clean and tidy.

**STOCK MANAGEMENT-** to maximise bar revenue, minimise wastage by ordering stock for bars according to stock levels and anticipated demand , and stock is correctly rotated, stored and appropriately counted.

**COST MANAGEMENT-** to be accountable for gross and net margins of the bar and liaise with all wet and dry goods suppliers. To manage the running costs of the site including but not limited to utility bill (water, electricity and gas) and the annual site maintenance programme.

**DELIVERY MANAGEMENT-** to receive all bar wet and dry deliveries

**LICENSE REQUIREMENTS-** the jobholder will hold, or will acquire a personal licence and will ensure that the licence conditions of the MSP will be upheld at all times.

**KEYHOLDER DUTIES-** to be fully trained and conversant with requirements and be named contact for intruder alarm, maintenance and emergency services.

**EVENT MANAGEMENT-** to ensure that events requirements are understood and appropriately set up and appropriately supported for both internal and external events to ensure that customer needs are satisfied

FACILITY MANAGEMENT & SUPPORT – the job holder will work very closely with the Administrator.

CUSTOMER LIAISON- to establish close working relationships with each member club and ensure all customers' needs are satisfied as per agreements, and meeting/developing other potential customers as required.

MARKETING and DEVELOPMENT- in conjunction with the BOSC Chairman and Administrator, conduct marketing of the facility, and develop additional revenue streams from either other sports groups or external lettings and organise events and functions.