

## Position Description – DIRECTOR OF FACILITIES

<b>Position Objective:</b>	<p>Notwithstanding the legal duties and the prescribed duties of Directors within By-Laws and the Constitution of Anglesea Surf Life Saving Club, the role of the Director of Facilities is to coordinate all functions related to the efficient and profitable management of Club facilities to ensure that:</p> <ul style="list-style-type: none"> <li>(i) All Club facilities are utilised to the maximum capability.</li> <li>(ii) Club facilities are properly maintained to a standard that conveys a level of professionalism to the Club, its members and the public that is above the standard for Life Saving Clubs in Victoria.</li> <li>(iii) All Club facilities are to be presentable and welcoming to the highest standard at all times.</li> <li>(iv) Any contractors, services or materials are acquired as per the ASLSC Procurement Policy.</li> </ul> <p>Manage the Club facilities to ensure that budgeted expense and profit expectations are achieved.</p>
<b>Responsible To:</b>	<p>Vice President - Operations Club Members</p>
<b>Reporting Positions:</b>	<p>As appointed</p>
<b>Financial Authority:</b>	<p>In accord with the Club Expenditure Policy and Club Procurement Policy.</p>
<b>Functions:</b>	<ol style="list-style-type: none"> <li>1. Fulfil the obligations of a Director of Anglesea Surf Live Saving Club.</li> <li>2. Co-ordinate all functions associated with the management and maintenance of the Club's facilities including the Off-Site Storage Facility.</li> <li>3. Review and implement any directives provided OH&amp;S and other regulatory requirements by LSV, SLAS or other regulatory body.</li> <li>4. Ensure that building related OH&amp;S requirements are adhered to.</li> <li>5. Ensure all trailers not allocated to Competition, Nippers or Rescue Services are maintained to the appropriate standard.</li> <li>6. Ensure that all landscaping/gardening activities are carried out to the required standard at all Club facilities.</li> <li>7. Oversee the cleaning contractors, ensuring that documented monitoring and reporting processes are in place.</li> <li>8. Conduct bi-monthly maintenance audits of club facilities to provide proactive maintenance is carried out.</li> <li>9. Oversee the club security and access arrangements for all club facilities.</li> <li>10. Manage the maintenance and operations of all Club BBQ's and gas provision.</li> <li>11. Manage the club waste management requirements.</li> <li>12. Fulfil responsibilities as contained within the ASLSC Risk Management Policy &amp; Procedure.</li> <li>13. Provide Club Executive with details regular updates regarding the operation of club facilities.</li> <li>14. Communicate with local authorities as required in relation to all matters relating to facility management and operation.</li> <li>15. Manage the reporting positions including the establishment of communication and reporting procedures to ensure that each function is carried out effectively.</li> <li>16. Act generally in the best interests of the Club.</li> </ol>