Winston Hills Junior Baseball Club Inc.
PO Box 292
Winston Hills, NSW 2153

Email: winstonhillsbaseball@gmail.com

Website: www.winstonhillsjnrbc.baseball.com.au

Job Description – Grounds and Facilities Manager

Objectives

Prepare and maintain club grounds to enable the safe playing arena for the benefit and enjoyment of all players and club members.

Responsibilities

- Carry out an annual safety audit of the club facilities and preparation of a report for consideration by the Board/Committee;
- Identify ground and facility improvement program/projects for consideration by the committee/board;
- Prepare annual budget / forecast expenditure associated with the maintenance of club grounds and facilities;
- Preparations of grounds set up and pack up roster.
- Organise and manage ground working bees;
- Ensure any works carried out at the clubs ground and facilities are conducted in general accordance with NSW OH&S regulations;

Relationships

- Reports to the President and General Committee.
- Liaise with Council representatives where and as required.

Accountability

- The Grounds and Facility manager is accountable to the President, Committee/Board and club members