

# Mullaloo Surf Life Saving Club Inc.

PO Box 119, Hillarys WA 6923  
Phone (08) 9307 7766 • Fax (08) 9307 7769  
www.mullaloosurf.com.au • e-mail: info@mullaloosurf.com.au



*Family, safety, respect, excellence, integrity and unity.*

## POSITION DESCRIPTION: MANAGER: FACILITIES

### Purpose

- Provide management and coordination of club facilities and services
- Availability as the key contact for matters concerning the Facilities portfolio

### Qualifications

- Financial member of Mullaloo Surf Life Saving Club
- Holder of a recognised Surf Life Saving Australia award
- Holder of a current and clear Police/Security clearance check

### Scope of Accountability

- Develop and implement operational plans within the portfolio to meet the strategic outcomes of the Club
- Management of club facilities security and control of access approvals
- First on call for the security monitoring service provider
- Responsible for the effective management of facility hire/use (including oversight of set-up and post use inspection/cleaning)
- Management of the Club bar, Lounge and Hall facilities
- Management of the Beach Kiosk lease
- Management of the club kitchen facilities and lease
- Direct liaison with the City of Joondalup in relation to premises maintenance and associated matters
- Management of club maintenance services for all property and facilities
- Development of improved environmental initiatives especially electricity, water, gas and waste management in association with the City of Joondalup and other agencies
- Oversight of storage areas throughout the club to ensure items are stored in safe manner and used effectively
- Honour boards are current and well maintained
- The Key Register is accurately maintained – includes and is not limited to, electronic and physical keys
- Club general equipment is adequate, well maintained and stored safely – includes tables, chairs, Bar and Kitchen equipment, cleaning equipment
- Club assets statutory checks are completed (electrical, fire)
- The club Bar is equipped and operated in accordance with Liquor and Gaming legislation standards and specifications
- Members working in the Bar receive appropriate training and information prior to undertaking duties
- The club Kitchen is equipped and operated in accordance with Food Safety standards and specifications
- Regular attendance at relevant meetings with effective contribution to the meeting process and decision making
- Manage and report on establishment and maintenance of club committees relevant to the portfolio:
  - Social Committee
- Provide representation of the club at relevant surf life saving forums
- Promotion of the club to the community of Western Australia
- Direct liaison with counterparts at other surf life saving clubs

Originated: 18/11/2005  
Revised: 28/06/2012

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- Preparation of monthly and annual reports on activities within the portfolio

## Reports To

- General Manager: Support Services

## Direct Reports

- All club Officers providing services to the portfolio:
  - Bar Manager
- Chairpersons of committees operating within the portfolio:
  - Social Committee

## Key Performance Indicators

- Club facilities are provided to members in a safe and clean manner
- Club facilities are maintained in a condition appropriate to members.
- Quality meals and refreshments are provided for members in accordance with the club's operating licenses, for social and special events
- Provision of Social activities to members of the club
- Bookings for hire of the club Hall provide a positive cashflow, enabling upgrading of facilities and equipment as well as covering costs (power, water, cleaning, etc.)
- Accurate reporting on the full range of activities associated with the portfolio
- Provision of accurate and timely information to members through the club Officers serving the portfolio
- Effective contribution to a safe and healthy environment for all aspects of surf club activities regardless of location
- Attend all relevant meetings (minimum 75% attendance)
- Attend (either self or an appropriate delegate) all committee meetings relevant to the portfolio
- Timely and accurate monthly and annual reports