



Caboolture Indoor Sports Centre

ABN: 66600758496

FUN – FAMILY – FITNESS

82 Lear Jet Drive, Caboolture 4510.

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JOB DESCRIPTION

Position: Facility Manager
Responsible to: Director
Authority Levels: Facility Access + Control
Computer Access + Control
Safe Access + Control
Password + Control
Salary: Fulltime Permanent position - \$55,000.00 per annum

Duties:

Facility Management

1. Site Management

- Security
- Safety (Patrons + Staff)
- Facility Equipment upkeep, repairs + maintenance
- Report all major incidents and issues to the Director
- Compliance (Test + Tag, Fire Safety + OHS)

2. Operations Management

- a. Oversee sports management
 - Participation numbers
 - Umpires
 - Draws and Ladders
 - Playing equipment
 - Team compliance
 - Player Misconduct
 - Super League/Major League sport incl. home game operations
 - Coaching
 - Create pathways to representative level
 - Junior player development
- b. Enforce Centre policy
- c. Oversee Canteen + Bar
- d. Stock control and ordering and rotation
- e. Cash control, reconciliation + POS management
- f. Banking
- g. Compliance on Liquor, food + smoking
- h. Oversee Inflatable World Management
 - Patron Numbers
 - Bookings ... Vacation care ... Parties ... Private hire + Events
 - Safety compliance ... Safety issues ... Incident reporting
 - Staff training

3. Human Resources

- Onsite management of Staff and compliance
- Efficient + cost effective use of Casual Staff
- Rosters
- Training of staff incl. compliance to procedures and policies
- Oversee the development of Duty Managers + Coordinators
- Provide support + counselling to staff in performance of their duties

4. General

- Follow up + ensure prompt action on enquires (phone, email + social)
- Monitor and respond to Social and Media
- Offer feedback + ideas to our Media team
- Provide timely information + reports to MD and Admin
- Report non compliance issues
- Appropriately follow up on any significant incidents + issues
- Appropriately follow up customer complaints & notify the Director when required

Company Policy and Procedures

1. Be familiar with and follow company policies relating to personnel and operational matters.
2. Implement necessary changes to procedures with staff and Directors
3. Monitor staff compliance with Company Policy and Procedures
4. Develop procedures in conjunction with Managing Director for the efficient operation

Workplace Health & Safety

1. Be familiar with the rules, procedures and policies relating to Workplace Health & Safety.
2. Follow all instructions, and wear the appropriate equipment provided for personal safety.
3. Monitor staff compliance with WH&S
4. Take due care to ensure personal safety and the safety of others.

Other

1. Work as directed by the Director

Qualifications, Skills and Knowledge Required:

Experience in Business/facility management with Ideally some experience in indoor sports operation

Sporting Interest with ideally some background in indoor sports

Experience in Sporting team management and administration

Playground operation experience

Good Communication skills with directors, staff, customers and suppliers

Ability to manage Staff a variety of staff, in particular casuals.

Blue Card ... First Aid certificate & RSA (liquor Licensing)

Motivated

Organised