



## Avondale College Position Description April 2024

**AVONDALE  
COLLEGE**

<b>Title</b>	Community Facilities Assistant – Part time
<b>Department</b>	Stadium
<b>Reporting to</b>	Community Facilities Manager
<b>Functional Relationships</b>	Clients, Colleagues, Property Manager, PE and Sport Staff
<b>Purpose of Position</b>	<ul style="list-style-type: none"> <li>• Manage community operation of the Stadium, Hockey Turf, Pavilion and Fields</li> <li>• Manage specialist equipment, security and cleaning</li> <li>• Responsible for financial transactions and banking</li> </ul>

Key Result Areas	Expected Outcomes	Control Information
<b>General</b>	<p>Quality customer service</p> <p>Promotion</p> <p>Administration</p> <p>Reporting</p>	<ul style="list-style-type: none"> <li>• Meet and greet client and validate all users upon entry.</li> <li>• Positive feedback re customer suggestions and dealing with issues.</li> <li>• Personal selling of all products, services and specials.</li> <li>• Distribute promotional material as required.</li> <li>• Accurate completion of all tasks relating to open and close procedures.</li> <li>• Collate eftpos transactions and email to Accounts Department as necessary.</li> <li>• Accurate use of cash register and cash receipt book.</li> <li>• At all times enforce the general school rules and guidelines.</li> <li>• Record and follow up telephone enquiries, issues, incidents, security and cleaning checklists daily.</li> <li>• Accurate recording of participation &amp; time sheets.</li> </ul>
<b>Gymnasium, Activity Room, Squash Courts, Climbing Wall, Don Oliver Fitness Centre. Hockey Turf, Hockey Pavilion. Fields.</b>	<p>Quality customer service</p> <p>Health &amp; Safety</p>	<ul style="list-style-type: none"> <li>• Immediate response to client needs.</li> <li>• Timely follow up to client requests.</li> <li>• Ensure all health and safety procedures and regulations are maintained and implemented and each area is set according to these guidelines.</li> </ul>

Key Result Areas	Expected Outcomes	Control Information
	Operation	<ul style="list-style-type: none"> <li>• Ensure all users are familiar with safe and correct use of all equipment.</li> <li>• Behave in a manner that minimises risk of injury to you, staff, students and members of the public.</li> <li>• Ensure appropriate supervision of all areas is maintained unless other Avcol staff are appointed supervisors.</li> <li>• Ensure each area is clean &amp; tidy, equipment away and back to specification following use.</li> <li>• Ensure all users are familiar with Avondale College policy in relation to their hire.</li> </ul>
<b>Professional Development</b>	Responsible for communication of training needs	<ul style="list-style-type: none"> <li>• Ensure current first aid certificate and up to date registration of other pertinent qualifications.</li> <li>• All relevant qualifications are copied for HR file.</li> </ul>
<b>Specific Projects</b>	Hockey Turf	<ul style="list-style-type: none"> <li>• Help develop initiatives for better utilisation of turf.</li> </ul>
<b>Other Tasks</b>		<ul style="list-style-type: none"> <li>• Complete other task/project-related goals and objectives as delegated by and agreed with your Manager.</li> </ul>

### Person Specification

- Reliable, responsible and trustworthy.
- Excellent communication and attention to detail.
- Outgoing personality, professional at all levels and well organised.
- Proficient computer skills.
- Demonstrate a passion for sport and an ability to promote the facilities for community use.
- Would suit a tertiary student or mature person with experience in facilities or sports/events management.
- Flexible to fit into the operating hours of the facility.
- Includes working at least 1 day on weekends.

Name \_\_\_\_\_

Employee

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Manager

Signed \_\_\_\_\_

Date \_\_\_\_\_