

Property Officer

Accountability

- JJJFC President
- JJJFC Committee

Hours _____ / Week – Month - Season

Objective

- To ensure all assets belonging to the club are accounted for and maintained in good working order for match day and training.

Responsibilities

- Responsible for the management of club equipment.
- Ensure that all equipment is maintained in working order before and during the season.
- Manage the club equipment asset register.
- Purchase new equipment on behalf of the club with the committee authorisation.
- To keep a record of all football and training equipment for asset register.
- Report to club monthly meeting.
- Manage Portfolio as set down by the committee.

Relationships

- Jandakot Jets Junior Football Club Committee
- Jandakot Jets Club Snr/Jnr Vice
- Jandakot Jets Club Treasurer
- Liaise with all club members