



House & Grounds Manager

The House & Grounds Manager has the day-to-day responsibility for the clubhouse and grounds facilities of the _____ RUFC.

The House & Grounds Manager is directly responsible to the President and club members.

Responsibilities and Duties

The House & Grounds Manager shall:

- Prepare a budget and monitor it carefully
- Monitor existing and future maintenance issues and provide an estimate of costs in a timely fashion
- Keep a proper record of all payments
- Ensure that the clubhouse is sound and that all repairs are attended to efficiently
- Liaise with the Club Committee with regards to upcoming functions etc that may require use of the clubhouse facilities and/or the grounds
- Be aware of SA Rugby Competition Rules and Match requirements for the preparation and presentation of pitches, changerooms etc
- Liaise with the owners of the freehold (usually local governments) with regards to responsibilities for maintenance of facilities and playing fields
- Draw up and manage a rotating House & Grounds staff roster for pitch preparation etc and contact those involved to remind them of their duties
- Ensure pitches are properly marked and pitch dressings are in good order, prior to each match day.
- Monitor glass, dog faeces and other hazards on and around the pitches
- Assist outside organisations who are hiring the venue
- Manage the cleaning of the clubhouse and waste-removal from the grounds after each match and event
- Assist the development, fundraising and/or house committees in preparing the facilities for events and functions
- Keep good relations with neighbours, local councils, venue-owners and other stakeholders.

Knowledge and Skills Required

Ideally the House & Grounds Manager should be:

- Well organised, friendly and diligent
- Able to delegate and manage voluntary staff
- Able to keep good records of purchases and estimates
- Capable of undertaking labour intensive maintenance tasks as required
- Able to undertake pitch/ground preparation tasks as required.

Estimated Time Commitment Required

The estimated time commitment required as the House & Grounds Manager is _____ hours per week during the season and _____ hours out of season.

The House & Grounds Manager is appointed by the Club Committee for a period of 2 years. The House & Grounds Manager is paid an honorarium of \$_____ per month.