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# Keilor Park Football Club Inc

Essendon District Football League  
Stadium Drive, Keilor Park

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## Position Description

### Services Operations Executive

#### Objectives

- To manage the services that support the football department to ensure a high standard of safety and presentation for matches, training, events and other activities conducted from time to time
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club
- Ensure the Club is run efficiently administratively, financially and socially to support the on-field activities.
- To provide a safe and enjoyable recreational environment for all Club members

#### Responsibilities

- Be familiar with rules & practices of governing bodies such as Shire and league.
- Undertake tasks at the request of the Executive.
- Ensure stock control is in place and maintained regularly
- Ensure handover and handback activities with Sports and Cricket Club is run efficiently and positively
- Ensure the following services are provided efficiently, financially and socially: -
  - Bar Services
  - Kitchen and Canteen Services
  - Cleaning Services (social rooms, toilet, bins, recycling and change rooms)
  - Scoreboard Services

#### Relationships

- Reports to the Club Executive
- Supports all members and visitors to KPFC
- Manages all relevant service managers

#### Accountability

- The Services Executive is accountable to the President and the Executive Committee.
- Provide a report on portfolio operations to the Committee meeting.
- Seek ratification from the appropriate executives prior to committing the Club to any financial expenditure

#### Description Review

- The job description will be reviewed on an annual basis to ensure that it remains current and practical.