

**Job Title:** Property Manager

**Reports To:** Executive Committee

**Special Skills Required:**

- Effective organizational and time management skills
- Good knowledge of all club/football equipment
- Good knowledge of all club procedures

**Duties:**

- Ensure all club property is safe and secure
- Provide adequate stock and sale of club socks and shorts
- Ensure team managers kit is fully stocked at start of season
- Ensure each team is allocated a set of jumpers
- Ensure each team is allocated adequate training equipment
- Ensure first aid kits are restocked at start of season and kept adequately stocked during the season
- Ensure all jumpers, team managers kits, first aid kits, training equipment are returned at the end of the season
- Arrange for the purchase of any other equipment required as determined by the general committee