



JOB DESCRIPTION- GEAR STEWARD

Responsible to: Club Captain

RESPONSIBILITIES AND DUTIES

- Coordinate the correct assembly of gear and equipment
- Supervise the workforce involved in assisting with gear and equipment
- Coordinate the maintenance and repair of gear and equipment
- Responsible for the security and return of all gear and equipment
- Maintain a record of gear and equipment issued to relevant sections
- Supervise the relocation of gear and equipment to alternative venues
- Conduct an audit of gear and equipment for end of financial year/asset register
- Purchase of, repair, replacement of new gear

KNOWLEDGE AND SKILLS REQUIRED

- Occupational Health and Safety
- Project management skills