



PROPERTY & UNIFORM OFFICER

ROLE STATEMENT

The Property & Uniform Officer maintains, monitors, stores, and distributes all club uniforms and property that is not stored in the Marrara Hockey Stadium Club Shed.

KEY DUTIES

- Monitor the property & uniform email account and:
 - respond to incoming correspondence and inquiries by members,
 - organise member uniform collection (at trainings/games, in person collection, work with VPs to distribute, etc).
- Keep up to date records of club property and uniforms (Excel sheet, etc.).
- Perform regular stocktake of club property and uniforms.
- Ensure the club website store has correct stock listed.
- Work with the Club President to order new stock.
- Along with the committee, keep the Marrara Hockey Stadium Club Shed clean and organised.
- Make sure club policies and code of conduct are adhered to by members and self.