

JOB DESCRIPTION

1. DETAILS

Job title:	Kit Manager
Reporting to (Job title):	First Team Assistant Head Coach
Department:	Football
Direct Reports:	n/a
Location:	Kassam Stadium and OUFC Training Facility
Hours:	40 hours a week plus home & away match days
FT / PT	Permanent FT

2. KEY OBJECTIVES OF THE ROLE

To maintain the highest standard of kit care to the First Team Players and Training Staff and contribute to the overall success of the Football Department

3. MAIN DUTIES / RESPONSIBILITIES

- To be responsible for all First Team Player and Staff training and match kit
- To print all First Team player and Staff training and match kit in compliance with competition regulations
- To distribute training and match kit to all First Team Players and Staff
- To launder, dry, store and set out training and match kit for all First Team Players and Staff
- To prepare and set out the team Dressing Room and Coaches' Room ahead of all home and away fixtures
- To clean and prepare boots for all First Team Players and Staff
- To liaise with the Club Secretary for match kit confirmation
- To record and monitor stock levels of training and match kit, including regular stock checks.
- To liaise with the Club Retail Department for stock levels
- To liaise with First Team Management Staff and Ground Staff to prepare and set out equipment required for training sessions
- To assist the Sports Science and Medical Departments with storage and inventory management
- To clean and tidy work areas e.g. Dressing Room, Boot Room, Kit Room
- To maintain the Kit Van log book and liaise with the Club Secretary for all maintenance of the Kit Van e.g. vehicle tax, insurance, cleaning, servicing and repairs
- To attend meetings as directed by First Team Management Staff and the Club Secretary
- To comply with all Club regulations regarding policies, procedures, health, safety and security
- All other duties that may arise from time to time and fall within the scope of the role.

4. PERSONAL SPECIFICATION		
Qualifications	Essential	Desirable
Valid full (UK) driver's licence	✓	
Advanced DBS Disclosure	✓	
Emergency first aid certificate	✓	
Skills, Knowledge & Experience		
IT skills to include the ability to use Microsoft Office (Excel, Word and Outlook)		✓
Previous kit management experience in a professional football club environment		✓
Previous inventory management experience	✓	
Strong organisational and administrative skills	✓	
Excellent communication skills	✓	
Accurate timekeeping skills	✓	
Attitude/Behaviours		
Takes responsibility for ensuring a high quality of work	✓	
A genuine team player	✓	
A reliable individual	✓	
Personal Qualities		
Hardworking and enthusiastic	✓	
Meticulous attention to detail	✓	
Displays a high level of discretion and maintains strict confidentiality	✓	
Ability to adapt to changing circumstances	✓	
Loyal and committed	✓	

5. JOB DESCRIPTION AGREEMENT
Job Holders Signature:
Date:
Managers Signature:
Date: