

VENUE ASSISTANT – ROLE DESCRIPTION & DUTIES

Description

This role is an integral member of the Kanga Cup workforce.

They will be responsible for day-to-day tasks at the individual venue they are assigned, working closely with the Venue Manager at the individual venue.

Responsibilities include:

- ❖ Communicating with and servicing all venue visitors
- ❖ Working with all venue staff in ensuring matches start on time and results are recorded against the requirements
- ❖ Ensuring that match days are run smoothly.

Duties

At the START of each day

Arrive at the ground at 8.00am to:

- ❖ Assist with the referee coordinator to ensure games start promptly
- ❖ Provide information to teams and spectators on ground location
- ❖ Ensure grounds are clean and free of dangerous objects

VENUE ASSISTANT CONTINUED

DURING the day

Accept match sheets from referee coordinator

Ensure venue is tidy and clean

Provide information to teams and spectators

At the END of the day

Assist VM with putting equipment away

Ensure venue is tidy