

Kit Manager
Job description

Job title	Kit manager	Department	Football
Position and reporting line up	Chief Executive (Overall) and First Team Manager (Day to Day)	No of direct Reports in	Laundry staff
Overview of the role	<p>To maintain the highest standard of kit and equipment care to the club's Players and Football Staff, contributing to the overall success Football Operations</p> <p>Due to the nature of the role, evening and weekend work will be required during the football season as dictated by the team's schedule. You will also be required to travel to all Club fixtures and tours when required.</p>		
Key relationship (internal and external)	<p>Key relationships:</p> <ul style="list-style-type: none"> • First team Manager • Finance Director • All coaching staff and players • Head of retail • Laundry staff 		
<p>Key Tasks</p> <p>(Daily, weekly, monthly, annually)</p> <p>Specific events/actions</p>	<ul style="list-style-type: none"> • To be responsible for the management of all Player and Football Staff training and match kit. • To print all Player and Football Staff training and match kit in compliance with competition regulations including appropriate personalisation • To distribute training and match kit to all Players and Football Staff. • To launder, dry, store and set out training and match kit for all Players and Football Staff, including collation of dirty kit for launder at the end of each session (alongside the Laundry Staff). • To prepare and set out the team Dressing Room and Coaches' Room ahead of all home and away fixtures including but not limited to balls, bibs and cones. • To pack boots for all Players and Football Staff on matchdays and trips. • 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, assisting with the annual teamwear order for players and staff. • To liaise with the Club Retail Department for stock levels. • To liaise with Football Staff and Ground Staff to prepare and set out equipment required for training sessions, ensuring balls are at correct pressure, bibs are cleaned and ready for use daily. • To clean and tidy work areas eg. Boot Room, Kit Room, Changing Rooms, equipment storage units. • To maintain the Kit van and liaise with the Admin staff e.g. vehicle tax, insurance, maintenance, cleaning, servicing and repairs. • Transport of kit and equipment as required including to away games • To attend meetings as directed by First Team Manager and the Chief Executive • To comply with all Club regulations regarding policies, procedures, health & safety and security, such as the Training Ground locking up procedure. • To manage the work programme of all Laundry staff at the Club, including timesheets and completion of necessary tasks. • All other duties that may arise from time to time and fall within the scope of the role as directed by Senior Staff. 		
Other	<ul style="list-style-type: none"> • To take responsibility for your own health, safety, and welfare, ensuring compliance with CUFC's Health and Safety Policy, procedures and safe systems of work. • To undertake all reasonable training, learning and development activity designed to support you in your role. 		