

# Football Kit Operations Manager

## Job Description and Person Specification

<b>Position:</b> Football Kit Operations Manager	<b>Department:</b> Football Operations	<b>Reporting to:</b> Head of Football Operations
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	<b>Contract:</b> Permanent	<b>Hours per week:</b> 37.5 hours per week
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To organise, support and service all kit and equipment for training and matches for the MK Dons First Team and Academy to the highest professional standards and excellence in service. To manage the First Team and Academy Laundry operation, agreeing schedules, staff rotas and delivering all laundered kit to agreed standards.

### Job Description

#### **Daily Duties**

1. To prepare and clean all equipment; balls bibs cones, sports science equipment etc. for the day's training schedule in a clean and presentable condition and deliver the equipment to the training venue.
2. To clean the boots of the players and present these with the players' laundered kit at the players' benches in the nominated dressing room for the day.
3. To collect the training kit after training and prepare and roll the training kit for the following day's training session.
4. To manage the rotas and schedules and duties of the Laundry Assistants and ensure all kit is presented and laundered to the highest standards.

#### **Pre Matchday Duties– Home and Away**

1. To prepare the players boots and all kit for matchday. For away games to pack in the skips ready for travel.
2. To understand and prepare any individual player's special requirements – undergarments, tape etc.
3. To present all the necessary warm up kit and matchballs in a clean and presentable condition and to the standards required by the regulatory authorities.
4. To prepare the match officials room with necessary kit and ensure it is in a clean and presentable condition reporting any issues to the Head of Football Operations. (Home games only).

#### **Matchday Duties – Home and Away**

1. To attend all first team fixtures – home and away in both competitive and friendly fixtures. This may involve overnight stays for some away fixtures as directed by the Head of Football Operations.
2. For away games to drive the kit van directly to the away venue.
3. To set up the dressing room (home and away), prior to the arrival of the players and management with kit, confectionery and any other requirements directed by the First Team Manager. To make sure the changing facilities are clean and comply to all Health and Safety regulations

#### **Essential Qualifications**

1. A Category D1 Driving Licence is required. The D1 Driving Licence is not needed if a driving licence was held prior to 1 January 1997.
2. DBS Certificate.

#### **Essential Skills**

1. The capacity to carry out a physically demanding job role in all seasonal weather conditions and extremes.
2. Able to work weekends, all first team matchdays and unsocial hours.
3. Ability to meet set targets and managing staff to achieve high performance outcomes. Planning to achieve fixed deadlines and problem-solving skills, to ensure priorities are met.
4. Possessing communication skills that are clear, engaging, and responsive.
5. Evidence of a customer focussed approach to the management of all internal and external working relationships.
6. Ability to work effectively and safely, whilst working both independently and as part of a team.
7. High standard of physical fitness.
8. Discreet and Trustworthy.

#### **Essential Experience**

1. Working on own initiative
2. Passion for football
3. Supervisory experience desirable
4. Managing budgets with evidence of financial control

<p>reporting any issues to the Head of Football Operations or other line management.</p> <ol style="list-style-type: none"> <li>4. To prepare separate changing facilities for Under 18 players in the first team environment and report any safeguarding issues to both the club's Designated Safeguarding Officer.</li> <li>5. To remain in the dressing room or dug out from one hour up to kick off or as directed by the First Team Manager and to be available to players and management staff. To remain close to the dugout during play and respond to any instructions from the First Team Management or match officials.</li> <li>6. To collect all kit and equipment post-match and place in skips and containers and return these to the stadium kit room for cleaning and laundering as appropriate.</li> </ol> <p><b><i>Other Duties and Responsibilities</i></b></p> <ol style="list-style-type: none"> <li>1. To print all shirts and kit with numbers and names as necessary for the First Team, Academy players and management staff</li> <li>2. To prepare the season's kit order with the Executive Director and Head of Football Operations.</li> <li>3. To check and reconcile the kit order on delivery and report any variances to the Head of Football Operations.</li> <li>4. To complete a monthly stocktake of all first team kit and report any variances to the Head of Football Operations and agree any extra kit required.</li> <li>5. To order and collect all water and confectionery from the nominated supplier as agreed with the Head of Football Operations and store in a secure location within the stadium.</li> <li>6. To support the medical department with any moving or relocation of equipment.</li> <li>7. To be the point of contact for the club's community and commercial departments for all player signing requirements and deliver signed items to the respective departments as appropriate.</li> <li>8. To ensure that all laundry materials are properly stored and ordered from suppliers approved by the Head of Football Operations maintaining sufficient stock levels.</li> <li>9. To carry out all tasks in accordance with Health and Safety legislation and best practice. To report accidents or relevant matters of concern issues on the Company Health and Safety software.</li> <li>10. To attend all club and first team meetings as directed by the Executive Director, First Team Manager and Head of Football Operations</li> </ol>	
Reference:	Closing date: