



Nottingham Northern Swimming Club
Beechdale Swimming Centre
Beechdale Road
Bilborough
Nottingham
NG8 3LL
www.northernsc.co.uk

JOB DESCRIPTION SHOP MANAGER

Responsible to:

Nottingham Northern Swimming Club Management Committee

Skills required:

Well organised and efficient
Approachable

Main Duties:

- To maintain a list of equipment available to club members
- To maintain a list of suppliers of equipment.
- Liaise with suppliers to obtain best prices
- Keep a stock of equipment.
- Be available at swim sessions in order for members to order equipment and distribute

- To take and report annual stock figure for accounts at the end of financial year

- To adopt the policies and principles of the ASA Child Protection policy

Signatures:

Officer..... Date.....

Chairperson.....Date.....