

CANTEEN COORDINATOR

INSERT
YOUR
CLUB LOGO

REPORTS TO Committee

PURPOSE OF THE ROLE

To provide an appropriate canteen service at all home games and at other times agreed whilst providing support to the executive committee and committee members to ensure the efficient operations of the canteen.

QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Good communication skills
- Strong time management, organisational and decision-making abilities
- Honesty, reliability, commitment and good work ethic
- An understanding of health and safety and hygiene in a kitchen environment
- Knowledge of the dietary requirements of adolescents

DUTIES AND RESPONSIBILITIES

Prior, during and post season duties for the Canteen Coordinator include but are not limited to:

- Prepare and publish a roster at the commencement of each season detailing the families and teams who will be required to provide canteen services by date and time.
- Organise and set up the canteen operating environment to ensure it is safe, clean and practical.
- Provide an orientation day for new volunteers regarding the food preparation and other procedures.
- Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase.
- Ensure all goods are purchased at the best (not necessarily the cheapest) rates.
- Ensure the canteen is open for business from the commencement of the first game at home games.
- Ensure there is an appropriate cash float in place to commence the operations of the canteen.
- Count, summarise and bank the canteen takings after the completion of activities at each home game.
- Monitor stock and dispose of or replenish products when required.
- Organise a large clean out at the end of each season.
- Review, revise and update position description to ensure it continues to reflect the requirements of the role.

TIME COMMITMENT:

2- 4 Hours per week or as requested.