New Lambton Football Club Juniors
Position Description – Canteen Coordinator

JOB TITLE:

Canteen Coordinator

OBJECTIVE:

To provide an appropriate canteen service at all home games and at other times as agreed.

RESPONSIBILITIES:

- Ensure that an adequate food safety plan is in place for canteen operations, including demonstrating all WHS and regulatory requirements pertaining to canteen operations are adhered to.
- Ensure that adequate equipment is available for providing the canteen services.
- Establish in consultation with the Operations Manager and Committee a menu of goods for sale that provides variety that will attract all members and visitors to purchase goods from canteen.
- Prepare a budget for the season and submit to the committee.
- Identify / recruit a suitable number of canteen assistants to deliver canteen operations on all required days (in consultation with the Recruitment Officer and / or Volunteer Coordinator, if necessary).
- Ensure goods are purchased at the best (but not necessarily the cheapest) rates possible.
- Ensure that the canteen is open for business from the commencement of the first game at home games and roster is established for clean up after final game.
- Account for all purchases and receipts.
- Maintain satisfactory inventory of all stock, goods, etc.
- Complete a full stock take / inventory of all stock and goods periodically (monthly, or as necessary / requested) and provide a full report to the committee.
- Maintain automated external defibrillator (AED) machine/s as part of the canteen start-up procedures.

RELATIONSHIPS:

- The Canteen Coordinator reports to the Operations Manager and General Committee of the club.
- Liaises with official Club suppliers and stakeholders.

ACCOUNTABILITY:

- The Canteen Coordinator is accountable to the Operations Manager, Treasurer and General Committee of the club.
- The estimated time commitment required as the Canteen Coordinator is up to 12 hours per week.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.

ESSENTIAL SKILLS:

- Well informed of all club activities, and aware of future direction of club.
- Must have the ability to work within a budget, and excellent money-handling skills.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to provide sufficient support to the role.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Honest and trustworthy.
- Receptive to change.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Empathy.
- Communication and negotiating skills.
- Listening skills.