



Volunteer Position Description

Canteen Coordinator

The Canteen Coordinator is responsible for the proper management of the club's canteen on match days and at other events and functions nominated by the Committee.

Responsible to:

The Canteen Coordinator is responsible to the President of the Club.

Responsibilities and Duties

The Canteen Coordinator should:

- Review and price all stock items to be sold in conjunction with the club president/treasurer;
- Co-ordinate the arrangement of pick up/delivery of all canteen items;
- Ensure the canteen is regularly re-stocked throughout the season;
- Supervise canteen staff as required and assist during busy periods;
- Ensure that the correct food handling and hygiene practices are observed to prevent food spoilage and contamination;
- Ensure all canteen workers including volunteers are familiar with correct food handling and hygiene practices;
- Obtain, and account for any floats that are required from the club treasurer;
- Monitor sales to ensure the canteen is not overstocked on certain items;
- Be responsible for counting and recording the daily takings with one other person;
- Maintain appropriate records as required by the club president/treasurer;
- Ensure a pleasant working environment for the volunteers;
- Be responsible for security in the canteen such as money, keys, arming security alarms, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there.
- Lodge annual

Knowledge and Skills Required

Ideally the Canteen Coordinator is someone who:

- Hold/Obtain a Food Supervisor certification
- Can communicate effectively and has good interpersonal skills;
- Is well organised and can delegate tasks;
- Has knowledge of Health and Safety procedures;
- Has knowledge of pricing and ordering food.