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| **POSITION DESCRIPTION – Canteen Coordinator** |
| **Organisation:** |  |
| **Job Title:** | Canteen Coordinator of *(Association name)* |
| **Position Type:** | Voluntary/Paid |
| **Reports to:** | Board members of *(Association name)*President of *(Association name)* |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 10 hours per week* |
| **POSITION DETAILS** |
| **Purpose*** To manage all aspects of running the canteen. This includes the ordering of supplies, handling of money, roster and direction of canteen staff/volunteers
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| **Knowledge/Skills*** Excellent communication and interpersonal skills
* Organisational and time management abilities
* Leadership skills
* Experience in a food outlet/retailer is desirable
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| **Typical time commitment*** *Approximately 5 hours per week through the Winter season*
* *Approximately 5 to 8 hours on Saturdays through the Winter season (May to September) will be required*
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| **Responsibilities and Duties*** Be responsible for the ordering of all supplies as required for canteen/kiosk
* Maintain contact with suppliers and ensure the canteen/kiosk is adequately stocked at all times
* Make appropriate arrangements for game days
* Be responsible for takings on operating days and the transfer of monies to the *(Association name)* office
* In liaison with *(Association name)* Administrator distribute keys to suppliers
* Plan a roster of canteen duties for staff and committee for each operating day, and direct duties accordingly
* Authorise all accounts for treasurer to make payment
* Complete a stock-take at the conclusion of the competition
* Attend executive meetings and submit written reports and recommendations

**Member Protection*** You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))*
* If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of team dedicated to the growth and development of *(Association name)*
* Meet and network with other volunteers and the community
* Use one’s skills in a positive and engaging way

For further information regarding this position please contact *(Association name) (Association contact details)* |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** |