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Department of
Local Government, Sport
and Cultural Industries



PRINCIPAL PARTNER



GOLD
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GROUP

POSITION DESCRIPTION – Canteen Coordinator

Organisation:	
Job Title:	Canteen Coordinator of <i>(Association name)</i>
Position Type:	Voluntary/Paid
Reports to:	Board members of <i>(Association name)</i> President of <i>(Association name)</i>
Currently filled by:	
Commencement date:	
End date:	
Time Commitment:	<i>Approximately 10 hours per week</i>

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

Knowledge/Skills

- Excellent communication and interpersonal skills
- Organisational and time management abilities
- Leadership skills
- Experience in a food outlet/retailer is desirable

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*

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

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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

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