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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, including the ordering of supplies, handling of money, roster and direction of canteen staff/volunteers
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| **Knowledge/Skills*** Experience in a food outlet/retailer is desirable.
* Completion of Food Safe and Allergy training
* Stock control and stock take audit and recording
* Excellent communication and interpersonal skills
* Organisational and time management abilities
* Leadership skills
* Current Senior First Aid Certificate
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| **Typical time commitment*** *Approximately 5 hours per week through the Winter season and*
* *Approximately 5 to 8 hours on Saturdays through the Winter season (May to September) will be required*
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| **Responsibilities and Duties*** Review all equipment and items in canteen before the start of the season, including the menu;
* Carry out stocktakes as required
* 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 to ensure supplies and stock is collected or delivered
* Be responsible for takings on operating days and the transfer of monies to the *(Association name)* office
* Plan a roster of canteen duties for staff and committee for each operating day, and direct duties accordingly
* Authorise all accounts for the treasurer to make payment
* Prepare written reports for executive meetings as required
* If required, ensure all recommendations from Council inspections are adhered to
* Ensure that the canteen and all equipment are cleaned in accordance with appropriate guidelines and standards
* Complete any required food safety training

**ESSENTIAL*** National Volunteer Police Clearance
* At all times ensure a Child Safe environment
* Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy
* Comply with the WA Working with Children Check (WWCC) Legislation which means:
	+ If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC unless an exemption applies
* Promote and display the Associations/Clubs values and behaviours
* Promote netball in a positive manner
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| **ADDITIONAL INFORMATION** |
| **Volunteering in this position gives you the opportunity to:*** Work as part of a team dedicated to the growth and development of *(Association/Club name)*
* Meet and network with other volunteers and industry professionals.
* Have input into the goals and objectives of *(Association/Club name)*
* Use your skills in a positive and engaging way.
* Develop a greater understanding of sports management structures.

For further information regarding this position please contact *(Association/Club name and contact details)* |

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| ***NWA-RES-14 Canteen Coordinator PD******This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.******Created: May 2023*** |