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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 | |
| **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 | |
| **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* | |
| **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 | |
| **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*** |