



## Wingham Junior Rugby League Football Club

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# POSITION DESCRIPTION

## CANTEEN COORDINATOR

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A Canteen Coordinator is responsible for managing the operation of the club canteen. In conjunction with the committee the canteen coordinator will plan, coordinate and manage volunteers to assist in canteen duties to deliver quality canteen amenities at home games and other club events as required by the club.

### Responsibilities

The general responsibilities of Canteen Coordinator are wide and varied and may include but not limited to the following: Coordination of stock management from a variety of suppliers, cash handling and banking, recruiting volunteers as required, ensuring safe food handling processes are adhered to and menu planning. The canteen coordinator will be a signatory on the club accounts and have access to a debit card for canteen purchases only. The canteen coordinator will maintain responsibility for a set of keys to the Wingham Complex for access to facilities.

### Prior to the season

- ☐ Complete canteen handover from Wingham Touch, agree on purchases if applicable.
- ☐ Restocking canteen as required for season commencing.
- ☐ Liaise with club about need for canteen volunteers as required.
- ☐ Review the season ahead and consider events for catering.
- ☐ Recruit and train canteen volunteers.



### **During the season**

- ☐ Maintain accurate records of stock.
- ☐ Liaise with senior canteen operator to ensure harmonious shared canteen facility.
- ☐ Maintain a high standard of organisation and cleanliness in canteen.
- ☐ In conjunction with the club share current canteen menu and new ideas planned.
- ☐ Provide regular reports to the committee of expenses and profits.
- ☐ Bank cash profits in a timely manner from events.
- ☐ Relay important operational information to the committee.

### **Post season**

- ☐ Complete a handover to Wingham Touch agree on sale of left over stock. Ensure the canteen is clean and any required repairs are advised to the club.

## **Essential Skills and requirements**

- ☐ Dedicated club person.
- ☐ Experience in hospitality industry or similar.
- ☐ Moderate skills in computers and other technology devices such as point of sale system.
- ☐ Ability to engage in a respectful manner with a variety of volunteers.
- ☐ Strong understanding of the club's activities.

## **End of year hand over**

### **Updating key documents**

At the end of each year a key activity of the Canteen Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role.



The updated Position Description and supporting information must be provided to the club secretary prior to the Annual General Meeting each year.

### **Induction of the incoming Canteen Coordinator**

An important responsibility of the outgoing Canteen Coordinator is to train, mentor and support the incoming Canteen Coordinator.

**The estimated time commitment required as the Canteen Coordinator is varied depending on club requirements.**