

## VOLUNTEER ROLE DESCRIPTION – CANTEEN COORDINATOR

### Responsibilities:

The Canteen Coordinator is responsible for the proper management of the Club's canteen on match days and at other events and functions nominated by the Committee.

### Duties:

1. Coordinate with Team Managers for parent Volunteers and maintain the Volunteer Roster
2. Maintain the Canteen Operations Policy.
3. Establish canteen operating hours.
4. Order food and drink items considered necessary to stock the canteen at the
5. beginning of the season.
6. Arrange pick up/delivery of all canteen items.
7. Conduct stocktake in accordance with the Canteen Operations Policy.
8. Ensure the canteen is regularly re-stocked throughout the season.
9. Supervise canteen staff as required and assist during busy periods.
10. Obtain, and account, for any floats that are required from the Treasurer.
11. At the end of each day's trading, in conjunction with the Treasurer or other designated Committee member, count and balance the takings in accordance with the procedure set out in the Canteen Operations Policy.
12. Monitor sales to ensure the canteen is not overstocked on certain items.
13. Ensure all canteen stock is in-date.
14. Maintain appropriate records are required by the Executive Committee.
15. Ensure that the canteen and its contents are secure at all time.
16. Keep the Executive Committee informed of all relevant matters.
17. Ensure all canteen staff (including Volunteers) use appropriate food handling practices at all times.
18. Ensure the canteen remains clean and tidy at all times .
19. Ensure the canteen equipment is operated in accordance with instructions and is kept in a clean and tidy manner throughout the season.
20. Ensure that the canteen and canteen equipment is thoroughly cleaned at the end of every season.
21. Make purchases for the Club canteen using the Canteen Credit Card and account for any purchases made in accordance with the Canteen Operations Policy.