



# Mount Colah Football Club

## Position Description – Canteen Co-ordinator

### JOB TITLE:

Canteen Co-ordinator

### OBJECTIVE:

To manage the staffing, ordering and stocking of both the Berry and Foxglove Canteens.

### RESPONSIBILITIES:

- Request approval of funds to purchase stock for both the Berry and Foxglove Canteens.
- Arrange for the purchase of stock for both canteens as needed.
- Forward invoices to Treasurer for payment.
- Organise staff/volunteers to man the canteens.
- Handle money.
- Organise money to be banked on a regular basis.
- Attend monthly committee meetings and provide report if needed.

### RELATIONSHIPS:

- The Canteen Co-ordinator reports to the club committee.
- Will have interactions with stock suppliers, volunteers, treasurer and canteen patrons.

### ACCOUNTABILITY:

- The Canteen Co-ordinator is accountable to the Club Committee.

The estimated time commitment required as the Canteen Co-ordinator during the season can be up to 10 hours per week.

### ESSENTIAL SKILLS:

- Knowledge of food hygiene practices.
- Good organisation skills.
- Good money handling skills.

### DESIRABLE SKILLS:

- Friendly