



Role Description- Canteen/Events Coordinator

ROLE INFORMATION	
Purpose	The role of Canteen/Events Coordinator is to ensure efficient operations of the club canteen and coordinate all club events including home game events, corporate events and awards presentation.
Responsibilities	<p>Primary responsibilities for the role of Canteen/Events Coordinator include:</p> <ul style="list-style-type: none"> • Prepare and publish a roster at the commencement of each season detailing the families and teams who will be required to provide canteen services by date and time. • Organise and set up the canteen operating environment to ensure it is safe, clean and practical. • Provide an orientation day for new volunteers regarding the food preparation and other procedures. • Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase. • Ensure all goods are purchased at the best (not necessarily the cheapest) rates. • Ensure the canteen is open for business from the commencement of the first game at home games. • Ensure there is an appropriate cash float in place to commence the operations of the canteen. • Count, summarise and bank the canteen takings after the completion of activities at each home game. • Monitor stock and dispose of or replenish products when required. • Organise a large clean out at the end of each season. • Develop operational plan for planned events

EXPERIENCE AND CAPABILITIES	
Qualifications and Experience	Food & hospitality experience is preferred
Knowledge and Skills	<ul style="list-style-type: none"> • Dedicated club person committed to making a difference. • Receptive to change. • Considerate of others and/or conflicting ideas and opinions. • Good communication and interpersonal skills.