



JOB TITLE:	CANTEEN COORDINATOR	JOB CATEGORY:	VOLUNTEER
REPORTS TO:	Vice President		
POSITION TERM:	1 Year		
TIME COMMITMENT:	5 hours per week		
APPLICATION TYPE:	Nominate to AGM for vote		

JOB DESCRIPTION:

The Canteen Coordinator manages the canteen's daily operations, ensuring it is well-stocked, compliant with food safety, and welcoming, while also maintaining financial records and supporting club events and fundraising.

OBJECTIVE

Provide a welcoming canteen service, manage daily operations and staffing of volunteers, ensure food safety, maintain financial records, and support club events.

RESPONSIBILITIES

- Prepare and manage the canteen budget, tracking all purchases and receipts.
- Keep accurate, up-to-date financial records and reconcile sales to report to committee
- Ensure food safety plans meet council health standards.
- Develop and maintain a varied, appealing menu.
- Monitor inventory and order stock ahead of events.
- Build relationships with key suppliers
- Ordering all stock required for canteen operations working towards agreed budget
- Open and close the canteen for each event or game day.
- Communicate with the committee about activities affecting stock or staffing.
- Organise and manage the volunteer roster and provide training in food safety.
- Keep the canteen clean, functional, and well-stocked during shifts.
- Seek approval before making any financial commitments on behalf of the club.

KNOWLEDGE/SKILLS

- Skilled in food preparation and fast service
- Proficient in handling electronic and cash transactions
- Able to delegate tasks and supervise staff
- Experienced in maintaining accurate records and managing finances
- Capable of operating and maintaining a fully serviced canteen

PERSONAL ATTRIBUTES

- Organised and able to work methodically
- Ethical, honest, and trustworthy
- Committed and dedicated club member

OTHER

- Must have a Working with Children Card (Blue Card) if over 18, or an eligible Exemption card.

NOTES:	For further information regarding this position please contact Netball@Springfieldlakesnetballclub.com		
REVIEWED BY:	Jess Preston	DATE:	07/11/2025
APPROVED BY:	Belinda Lynch	DATE:	07/11/2025
LAST UPDATED BY:	Melissa Snell	DATE/TIME:	04/11/2025