

Canteen Coordinator *(shared position)*

Reports to: Treasurer (and General Committee)

Purpose of Role:

The Canteen Coordinator plays a key role in delivering a welcoming and well-run food and beverage service that enhances the match day experience for players, families, and visitors. This role oversees the planning, setup, staffing, and operations of the Club's canteen while ensuring hygiene, quality, and financial accountability are maintained.

Key Responsibilities:

- Ensure food safety requirements are followed in line with council regulations and health standards.
- Develop and maintain an affordable and inclusive canteen menu.
- Manage stock purchasing, balancing quality, price and reliable supply.
- Coordinate canteen set-up and operations for home games and Club events.
- Ensure equipment and canteen areas are clean, safe and well maintained.
- Recruit and coordinate canteen volunteers and rosters.
- Report to the Committee on finances, stock and operational needs.
- Support Club events, fundraising and finals activities as required.
- Work with the Committee to coordinate canteen operations with broader Club activities.

Skills & Desirable Characteristics:

- Good communication skills
- Strong time management, organisational and decision-making abilities
- Honesty, reliability, commitment and good work ethic
- An understanding of health and safety and hygiene in a kitchen environment
- Knowledge of the dietary requirements of adolescents
- Hold or willing to apply for a current volunteer "Working with Children Check"