



Position Details

Position title: Canteen Coordinator

Date of review: September 2018

Position objective

The Canteen Coordinator is responsible for the proper management of the clubs canteen on match days and at other events and functions as needed.

Responsible To

The Canteen Coordinator is responsible to the President and Treasurer.

Responsibilities and Duties

- Ability to attend and undertake responsibility at game days and other events
- Review and price all stock
- Source the best value for money quotes from supplies
- Coordinate pick up/delivery of all canteen items including stock and other supplies
- Ensure correct food handling and hygiene practices are observed
- Obtain and be accountable for floats
- Be responsible for counting and recording daily takings with at least one other committee member
- Refill gas bottles for BBQ

Knowledge and Skills Required

- A knowledge and understanding of the VDJRLFC and the ARL Code of Conduct and ARL Safe play Code is essential.
- Can communicate effectively and has good interpersonal skills
- Well organised and can delegate as required
- Sound computer skills
- Knowledge of Microsoft Office programs
- WWVP