



Job title: Canteen Coordinator

Hours: 5hrs/week

Location: From home and Nesbitt / Lugar Parks

Works closely with: Canteen Team / Treasurer

Purpose of the position

The Canteen Coordinator ensures the canteens at Nesbitt and Lugar run as a main fundraiser for the club and as a service for all who attend the grounds.

Key responsibilities & duties

- Recruit, train and organise canteen assistants
- Recruit, train and organise volunteers
- Weekly banking
- Liaise with Treasurer regarding payments
- Stock ordering
- Arrange roster for BBQ at Nesbitt and Lugar
- Be involved in helping in the canteen when needed

Duties of the role	Time spent	Competencies sought	Must have or optional (can be trained)
Coordination of paid assistants and volunteers including roster for the BBQ at Nesbitt & Lugar	60%	Communication skills including ability to train others and a friendly manner. Team orientated approach	WWC Check
Ordering stock (weekly/monthly)	30%	Good organisational skills and attention to detail	

Duties of the role	Time spent	Competencies sought	Must have or optional (can be trained)
Banking and arranging payments; admin required.	10%	Attention to detail. Basic numeracy skills.	