



BARDON LATROBE FOOTBALL CLUB

POSITION DESCRIPTION – CANTEEN COORDINATOR

JOB TITLE:

Canteen Coordinator

OBJECTIVE:

To provide management of the canteen on game days, monitor stock levels including club merchandise.

RESPONSIBILITIES:

- Management of canteen on game days (hours - Saturday - 0800 – 1800, Sundays - 0800-1800) with the opportunity to work additional hours or special events
- Ensure that the canteen is open for business from the commencement of the first game at home games
- Ensure canteen is adequately stocked at all times, notify canteen coordinator of required stock
- Be responsible for cash and EFTPOS takings on operating days.
- Direct the duties of volunteers on operating days/evenings.
 - Including stocking and supplying a second site on junior game days (far side of field) as the season develops
- Assist members and parents with the purchase of club merchandise.
- Ensure volunteers are staffing the canteen as rostered on game days,
 - record team engagement with the schedule and liaise with Committee members in the event of non-attendance.
- Ensure that equipment is functioning and available for providing the canteen services
- Maintaining a clean environment, (i.e: wiping down surfaces with wipes)
- Follow all health and safety regulations

RELATIONSHIPS:

- Reports to the committee member responsible for canteen coordination.
- Liaises with various stakeholders depending on the club portfolio.

Bardon Latrobe Football Club
Bowman Park
David Avenue
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www.bardonlatrobe.org.au



SKILLS:

As one of the key customer facing roles within our not for profit club this role is best suited to someone who enjoys providing great customer service whilst being the face of Bardon FC.

- Ideally suited to an experienced hospitality individual seeking a casual second job, or an older retired individual looking to keep busy. This is a paid position with salary commensurate with experience.
- Job sharing will be considered with the right candidates
- Applicants with experience in food prep, cash handling and stock control.
- As the face of our football club strong customer service skills are a must.

DESIRABLE SKILLS:

- Have a valid RSA or be willing to complete a Responsible Service of Alcohol Queensland Online Course