



Hills Hornets Touch Football

Wrights Rd Reserve, Kellyville
Castlewood Reserve, Castle Hill
Web: www.hillshornetstouch.com
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Position Description – Canteen Coordinator

Job Purpose	The role of the Canteen Coordinator is to manage all facets of canteen operations, the associated volunteers and deliver a friendly, welcoming and healthy service to the members and guests of Hills Hornets Touch Football.
Job Responsibilities	<p>Primary responsibilities for the role of the Canteen Coordinator include:</p> <ul style="list-style-type: none">• Establish canteen operating hours and prepare a volunteer canteen roster.• Order all food and drink items considered necessary to stock the canteen at the beginning of the season.• Arrange pick up/delivery of all canteen items.• Prior to the start of the season, ensure all items are available and in working order.• Ensure the canteen is regularly re-stocked throughout the season.• Supervise canteen staff as required and assist in service requirements.• Obtain, and account, for any floats that are required from the Treasurer.• At the end of each day's trading, in conjunction with the Treasurer or other designated Committee member, count and balance the takings.• Monitor sales to ensure the canteen is not overstocked on certain items.• Maintain appropriate records as required by the Treasurer and/or Committee.• Ensure that the canteen and its contents are secure at all times.• Keep the Committee informed of all relevant matters.• Ensure at seasons end, all clean up and storage tasks are completed.
People Management	Yes – accountable for all Canteen workers and respective volunteers.
Budget Management	Yes – required to work with the Treasurer in managing all monies collected.
Reports To	Director of Park Competitions
<p>Note:</p> <ul style="list-style-type: none">• This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment.• The ordinary working hours for the position can include duty on weekends and evenings.• The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.	

JOB HOLDER CAPABILITIES	
Qualifications and Experience	<ul style="list-style-type: none">• Experience working in a retail / customer service industry.• Experience handling cash, both physically and electronically.• Experience working with volunteers and in non-profit organisations.
Knowledge and Skills	<ul style="list-style-type: none">• Skills should include:<ul style="list-style-type: none">- organisational administration

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| | <ul style="list-style-type: none">- customer service- budgeting and cash handling• Excellent people skills, with an ability to lead volunteer groups.• Personal qualities of integrity, credibility, and commitment.• Flexible and able to multi-task; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems.• Highly dedicated club person and good role model when representing the committee. |
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