

Caloundra FC

CANTEEN CONVENOR JOB DESCRIPTION

Responsibilities:

The Canteen Supervisor is responsible for the proper management of the club's canteen on match days and training days, and at other events and functions nominated by the Committee.

Duties:

- Establish canteen operating hours
 - ensure a volunteer canteen roster is in place
- 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.
- Ensure the canteen is regularly re-stocked throughout the season.
- Supervise canteen staff as required and assist during busy periods.
- 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 time.
- Keep the Committee informed of all relevant matters.
 - Supply a report at each monthly meeting
- Ensure food is prepared and maintained in accordance to local health & safety regulations
 - Ensure canteen facilities are cleaned and maintained in accordance to local health & safety regulations.

Personal Qualities:

- Well-organised person, with previous fast food experience preferred.
- Have the ability to liaise with members of the club in a friendly and welcoming manner.

Financial compensation:

The club will remunerate the appropriate candidate.

The remuneration package will be discussed with all applicants.

This positions requires an average of 15 hours per week, mostly on Saturdays however some Friday nights might also apply.

For further information and application please contact Nic Basile via email on president@caloundrafootball.com.au