

# BLIGH PARK FOOTBALL CLUB



## Position Description: Canteen Officer

### **Overview**

The Canteen Officer is responsible for:

- Managing Canteen volunteers as they assist with preparing, cooking and serving food and drinks to customers and patrons at the Club.
- Ensuring the Canteen is stocked as required.
- Ensuring all Canteen equipment including cash float and Square device are maintained and available as required.
- Liaising with Treasurer and Committee to ensure budgets are being met.

### **Responsibilities**

#### **Prior, during and post season**

1. Greeting and serving customers of the Club at the Canteen.
2. Restocking of fridges or other stock items prior to game day (or as required).
3. Handling and exchanging of money between the register and patrons, as well as using the Square device.
4. Cleaning equipment and Canteen area pre and post use on game days.
5. Order items for match day as required (following consultation with Treasurer to ensure funds are available).
6. Undertake weekly stocktake and rotation of stock as necessary.
7. Provide all monies from Canteen to Treasurer for banking.
8. Undertake an end of season stocktake.
9. Liaise with, coordinate and train Canteen helpers.
10. Prepare team roster for BBQ duty in consultation with Competition Secretary and notify team managers as required.
11. Assist BBQ helpers with set up, questions, pack up as required.
12. Collect bread / bread rolls, sausages, onions, eggs and bacon from suppliers for BBQ helpers on game day.

## ***End of year hand over***

### **Updating key documents**

At the end of each year a key activity of the Canteen Officer will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

Ideally the Canteen Officer should review the Canteen's plans for the following season and make recommendations to the Committee for any changes they suggest for next season.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

### **Induction of the incoming Canteen Officer**

An important responsibility of the outgoing Canteen Officer is to train, mentor and support the incoming Canteen Officer and the next season's canteen team.

## ***Essential Skills and requirements***

- Hold or willing to apply for a current volunteer Working With Children Check.
- Exceptional communication skills - Respectful and effective.
- Strong organisational skills with the ability to prioritise tasks and work well under pressure.
- Suitable qualification and training (e.g., Hospitality, Food Handling) and prior experience working in a similar environment is desirable.
- Ability to work with a minimum of supervision.
- Ability to supervise volunteers.
- Ability to work collaboratively and promote a positive culture within a team environment. •

The estimated time commitment required as the Canteen Officer is **3-5 hours** per week, with additional time required to assist during each game day.

*Please ensure that when completing your role, you only undertake tasks outlined in your position description to avoid any confusion or doubling up in workload. If you have idle time, please feel free to offer your support and assistance to other committee members as required.*

*Updated: July 2023*