



Position Description – Canteen Coordinator

Last updated October 2025

Job Title: Canteen Coordinator

Reports To: Executive Committee

Key Skills & Abilities:

- Well-developed communication skills.
- Excellent organisation skills.
- Ability to delegate tasks.
- Ability to liaise with external parties.
- Good financial management

Responsibilities & Duties:

- Coordinate the day-to-day operations of the canteen for Saturday Competition, Spring Competition and Carnivals.
- Organise and coordinate stock management
- Coordinate volunteer roster for Canteen/BBQ
- Prepare and maintain menu and price list
- Work with the Treasurer to manage budget, accounts, receipts and float
- Organise and liaise with cleaner/s to ensure canteen, clubhouse and toilet facilities are kept clean and tidy at all times
- Co-ordinate stock management and volunteers

Other Requirements of the Role

- ☐ Safe Food Handling Certification or interest in obtaining
- ☐ Induction Training
- ☐ Police Check
- ☐ Working with Children check
- ☐ Other Training As Identified