



Position	Canteen Coordinator
Accountable to	Ballina Netball Association Committee
Elected by	Members at the AGM
Term	One year elected term
Time commitment	Variable, primarily during Winter Competition and Spring Competition
Remuneration	Volunteer position

Purpose & strategic contribution: The Canteen Coordinator oversees the effective operation of BNA's canteen, ensuring it is organised, appropriately stocked, financially responsible and compliant with food safety and hygiene requirements.

The position coordinates the systems, supplies and volunteers required for the canteen to operate effectively throughout the Winter Competition and other designated BNA events.

Key responsibilities:

Canteen Operations

- Coordinate the operation and organisation of the BNA canteen.
- Ensure the canteen is prepared and appropriately stocked for competition days and designated events.
- Maintain organised and appropriate storage of food, drinks, supplies and equipment.
- Develop clear procedures and instructions to support volunteers working in the canteen.
- Identify equipment, facility or operational issues requiring Committee attention.

Stock, Suppliers & Menu

- Monitor stock levels and coordinate ordering and deliveries.
- Maintain relationships with approved suppliers and identify opportunities for cost-effective purchasing.
- Monitor stock rotation, expiry dates and wastage.
- Maintain an appropriate canteen menu and recommend changes where required.
- Recommend pricing to the Treasurer and Committee for approval.

Volunteers

- Coordinate canteen volunteer requirements with member clubs.
- Maintain and communicate canteen volunteer rosters where required.
- Provide volunteers with clear instructions regarding canteen procedures, food handling, cleaning and closing requirements.
- Identify and respond to gaps in volunteer coverage.

Food Safety & Facilities

- Ensure appropriate food safety, hygiene and cleaning procedures are maintained.
- Ensure food is stored, prepared and handled appropriately.
- Maintain canteen cleaning and organisational standards.
- Monitor canteen equipment and report maintenance, WHS or replacement requirements.
- Ensure relevant food safety requirements are communicated to volunteers.

Financial Coordination

- Work with the Treasurer to maintain appropriate processes for canteen takings and expenditure.
- Provide invoices, receipts and purchasing records to the Treasurer.
- Monitor purchasing and stock levels to minimise unnecessary expenditure and waste.
- Provide information required to monitor canteen financial performance.

Key relationships:

Internal

- Treasurer
- President and Executive Committee
- Member Clubs
- Canteen Volunteers

External

- Canteen suppliers
- Service and equipment providers
- Relevant food safety/regulatory bodies where required

Knowledge, skills and attributes:

- Strong organisation and planning skills.
- Ability to manage stock, supplies and volunteers.
- Understanding of food safety and hygiene requirements.
- Ability to maintain clear and organised systems.
- Good communication and interpersonal skills.
- Ability to work collaboratively with volunteers and clubs.
- Basic understanding of budgeting and cost control.
- Reliable, practical and proactive approach.

Annual responsibilities:

Preseason (Winter Competition)

- Prepare and organise the canteen for the Winter Competition.
- Review stock, suppliers, menu, pricing and equipment requirements.
- Establish volunteer arrangements and canteen procedures.
- Confirm food safety and cleaning requirements.

Winter Competition Season

- Maintain appropriate stock levels and coordinate purchasing.
- Coordinate volunteer coverage and provide support where required.
- Monitor food safety, cleanliness, storage and equipment.
- Liaise with the Treasurer regarding expenditure and canteen performance.
- Address operational or maintenance issues as they arise.

Post Season

- Complete a stocktake and organise the canteen for the off-season.
- Review canteen operations, suppliers and equipment needs.
- Identify recommendations for the following season.

Authority:

The Canteen Coordinator is authorised to undertake routine purchasing and operational decisions within approved budgets, procedures and Committee decisions.

Significant purchases, changes to pricing or menu arrangements with material financial implications require appropriate approval.

Measures of success:

- The canteen is organised, stocked and ready for competition days.
- Volunteers have clear procedures and appropriate support.
- Food safety and hygiene requirements are consistently maintained.
- Stock, purchasing and wastage are effectively managed.
- Canteen income and expenditure can be accurately accounted for.
- Equipment and facility issues are identified and addressed promptly.