



Position Description – Canteen Convenor

OBJECTIVE:

To provide an appropriate canteen service at all home games and at other times as agreed. To provide support to the Executive and Committee members to ensure the efficient operation of the Canteen

RESPONSIBILITIES / TASKS:

- Ensure that an adequate food safety plan is in place for canteen operations
- Ensure that adequate equipment is available for providing the canteen services
- Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase goods from canteen
- Ensure goods are purchased at the best (but not necessarily the cheapest) rates possible
- Ensure that the canteen is open for business from the commencement of the first game at home games
- Account for all purchases and receipts
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or Committee members.

RELATIONSHIPS:

- Reports to the Treasurer
- Liaises with the Club Executive
- Liaises with official Club suppliers & stakeholders

ACCOUNTABILITY:

- Accountable to the Club Executive Committee
- Provide a report on any aspect of portfolio operations to the monthly Committee Meeting
- Seek ratification from the Treasurer prior to committing the Club to any financial expenditure or action

The estimated time commitment required as the Canteen Convenor is up to 20 hours per week.