



Position Guidelines

Position Name: Canteen Coordinator

Overall Role

Overall responsibility for the smooth running of the club canteen on match days and at any other club involved events.

Key Duties

1. Liaise with Registrar, Secretary and TLO to obtain list of volunteers for canteen duties during the season.
2. Develop a roster of volunteers taking into account days/times of matches and equal numbers of shifts.
3. Ensure canteen is operational on all match days for duration of all matches.
4. Ensure adequate supplies and equipment are always available.
 - Use sponsors to source products wherever possible.
 - Ensure orders are made prior to matches and collected and taken to clubhouse.
 - If Saturday and Sunday matches are being held, liaise with Sunday Coordinator (usually the Team Manager) to ensure adequate supplies of items are available and volunteers rostered.
5. Liaise with Events Coordinator to organize catering where required. For example:
 - a. Sign-on Day
 - b. Team Announcement Day
 - c. AGM/Trophy Day
 - d. Any other fundraising events etc.
6. Liaise with Senior Coordinator if canteen is desired for social men's matches and organize supplies/volunteers where needed.
7. Keep records of families who have helped for purposes of participation bond return.
8. Bank proceeds at ECU (Dayboro) within the week following home game.
9. Monitor success of items for sale and consider innovative new products.
10. Provide receipts and invoices to Treasurer for record keeping. Email Treasurer with amount and date of monies banked.
11. Ensure adequate change/float is always available and ensure safe and secure storage of float in between match days. (NB \$200 float is usual amount)
12. Ensure canteen adheres to relevant Food Safety Guidelines and that all volunteers observe appropriate hygiene principles, especially effective handwashing. Disposable gloves should always be available but should not be considered as the gold standard of hygiene. Regular and effective handwashing is most important.
13. Check toilets for cleanliness and adequate toilet paper supplies and clean as necessary (or delegate a volunteer).

Guidance Notes

Accounts are kept with IGA, Dayboro Butchery, and Dayboro Bakery. Bar-coded key tags (x2) are used to make purchases at IGA. All receipts must be passed onto Treasurer. If items are purchased at other venues and reimbursement is required, original receipts must be kept and attached to an Excel template for appropriate accounting purposes (see Treasurer for this template).

Useful Contacts

President	PH:
Vice President	PH:
Registrar	PH:
Secretary	PH:
Team Liaison Officer	PH:
Canteen Coordinator	PH: