

DUDLEY - REDHEAD J.R.L.F.C.

The Mighty Magpies



CANTEEN COORDINATOR JOB DESCRIPTION

Responsibilities:

The Canteen Supervisor is responsible for the proper management of the club's canteen on match days and at other events and functions nominated by the Committee.

Duties:

- If necessary, form a canteen sub-committee.
- Prepare a canteen 'how to' job description.
- Establish canteen operating hours and prepare a volunteer canteen roster
- Order all food and drink items considered necessary to stock the canteen at the beginning of the season.
- Arrange pick up/delivery of all canteen items.
- Prior to the start of the season, review all insurance arrangements.
- Ensure the canteen is regularly re-stocked throughout the season.
- Supervise canteen staff as required and assist during busy periods.
- Obtain, and account, for any floats that are required from the Treasurer.
- At the end of each day's trading, in conjunction with the Treasurer or other designated Committee member, count and balance the takings.
- Monitor sales to ensure the canteen is not overstocked on certain items.
- Maintain appropriate records as required by the Treasurer and/or Committee.
- Ensure that the canteen and its contents are secure at all time.
- Keep the Committee informed of all relevant matters.