



**POSITION DESCRIPTION**



**BELEURA JUNIOR FOOTBALL CLUB INC.**

**Date: JANUARY 2015**

**Title: Canteen Co-ordinator**

**Accountability: Executive & General Committee**

**Description:**

- 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 Club

**Responsibilities:**

- 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 General Committee

**Key Criteria:**

- Provide a report on all aspect of canteen operations to the monthly Committee meeting.

**Internal/External Relationships:**

- Reports to the Committee of the Club.
- Liaises with the Executive.
- Liaises with official Club suppliers & other key stakeholders.

**Signed: Craig Neil (President)**

**Date: 14 January 2015**