



Canteen Coordinator – Position Description

Reports To: Treasurer

Position Purpose

The Canteen Coordinator is responsible for overseeing the operation of the Club's canteen to ensure it is run safely, efficiently and in line with Club policies, food safety requirements and community expectations. The role plays a key part in creating a welcoming match-day environment, supporting volunteers and contributing to the Club's financial sustainability through effective canteen operations.

Key Responsibilities

Canteen Operations & Planning

- Coordinate the overall operation of the Club canteen on match days and at Club events.
- Plan menus and pricing that are appropriate, affordable and aligned with community sport environments.
- Ensure adequate stock levels and manage ordering of food, drinks and supplies.

Volunteer Coordination

- Recruit, roster and support canteen volunteers across the season.
- Provide guidance and basic training to volunteers, including food handling and safety procedures.
- Promote a positive, inclusive and supportive volunteer experience.

Food Safety, Compliance & Risk Management

- Ensure compliance with food safety standards, local council requirements and Club policies.
- Maintain a clean, safe and well-organised canteen environment.
- Ensure appropriate hygiene, allergen awareness and safe food handling practices are followed.

Financial Oversight & Administration

- Support accurate handling of cash and electronic payments in line with Club procedures.
- Maintain basic records of stock, takings and expenses as required.
- Assist the Treasurer and Executive Committee with canteen reporting and improvement opportunities.

Communication & Collaboration

- Communicate canteen requirements, rosters and expectations with volunteers and families.
- Work collaboratively with Team Managers and the Committee to support match-day operations.
- Support special events, finals and community days as required.

Key Relationships

- Club Committee.
- Canteen Volunteers.
- Team Managers.
- Parents and Guardians.
- Suppliers.
- Local Council and League Representatives.

Skills and Attributes

- Strong organisational and coordination skills.
- Ability to lead and support volunteers.
- Understanding of basic food safety and hygiene practices (or willingness to learn).
- Reliable, approachable, and solutions-focused.
- Comfortable handling cash and EFTPOS systems.
- Committed to inclusion, community engagement, and Club values.