



C4 – Role Description – Senior Canteen Coordinator

Mundaring Junior Football club is a community based club which promotes and encourages Australian Rules Football for girls and boys from Auskick up to year 6.

With the help from volunteers in official and non-official roles, we aim to provide a safe and fun environment for boys and girls to participate and learn the game of Australian Rules Football.

General Purpose of Role

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.

Key Specifics of Role

- Ensure that an adequate food safety plan is in place for canteen operations
- Ensure that adequate equipment is available for providing canteen services
- Establish in consultation with the Committee a menu of goods for sale that provides variety that will attract all members and visitors to purchase goods from the canteen
- Ensure all 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 & roster is established for clean up after final game
- Account for purchases and receipts
- Undertake tasks at the request of the President, Executive Committee
- Assist other Committee members in their duties as required
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting

Additional Responsibilities

- Assigned a set of keys & security code for ground and clubroom access