



## **D3 – Role Description – Auskick 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 games and at other times as delegated by the Senior Canteen Coordinator.

### **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