

POSITION DESCRIPTION

CANTEEN CONVENOR



Executive Role

Decision making, overseeing and long-term focus level of the committee.

Objectives

- To provide an appropriate catering service for match days and designated training days, supporting the club and to maximize revenue from canteen sales. - subject to personal work commitments
- To ensure efficient management of the club canteen activities. - along with executive committee
- To ensure staffing numbers are appropriate for all opening times and activities in association with executive committee

Responsibilities

- Hold a current **Food Handling Certificate**.
- Hold a current **Responsible Serving of Alcohol (RSA) certificate**.
- Ensure a copy of the **Liquor License** is always current and visible on site
- **Oversee the activities** of the Canteen Assistant and other canteen staff
- Ensure all **liquor-licensing requirements** are complied with.
- Ensure **adequate stock** is in supply for match days and designated training days and functions.
- Arrange a **voluntary labour roster** to ensure the bar is appropriately staffed on match days, functions and whenever the canteen is open. - subject to personal work commitments
- Ensure **volunteers operating as bar staff hold a current RSA certificate**, and copies are kept at the canteen.
- Formulate an **annual budget and targets set**, as part of the annual financial planning process in consultation with the executive treasurer.
- Ensure the canteen is **open for business** at the commencement of the first game. subject to volunteers
- Ensure an adequate **food safety plan** is in place at all times.
- Ensure **sufficient supplies for the referees** as required, on match day. referees dont get canteen supplies
- **Liaise with team managers** to arrange a voluntary labour roster to ensure the canteen is appropriately staffed on match days. to the best of the team managers ability
- Ensure all game day **takings are counted, minus float, countersigned** by the Executive Treasurer or Executive Supervisor of the day or other nominated person, and takings are banked the next business day.
- Maintain strong relationships with all club suppliers throughout the season.

Relationships

- The Canteen Convenor reports to the President.
- Must have a strong working relationship with the Executive Treasurer

Accountability

- The canteen convenor is accountable to the Executive Committee
- Provide a report on any aspect of portfolio operations to the executive when requested.
- Seek approval from the appropriate committee member prior to committing the club to any financial expenditure or action as part of the annual budget process.

Commitment

Time commitment: approximately 30 hours per week in non-peak periods and variable hours at other times

Version: June 2026
Review date: October 2026
Approved: Vice President

Date:

Signature: