



# Dunoon United Football Club

## Position Description

### Canteen Coordinator

#### Objective

The club canteen coordinator is primarily responsible for the management and provision of canteen services during the home and away season.

#### Responsibilities

- Managing the purchase of supplies for the canteen.
- Ensuring safe food handling practices are adhered to.
- Ensuring provision of service for home fixtures.
- Ensuring provision of service times other than home fixtures as deemed appropriate by the DUFC committee.
- Manage volunteers so that there is adequate assistance in the canteen during games.
- Ensure all licenses required by the club are current.
- Manage the distribution of referee fees to attending referees.
- Maintain financial records.
- Prepare a financial report for presentation to committee meetings and members at the AGM.
- Establish rosters and schedules to ensure the smooth running of the canteen facility.

#### Relationships

- President and General Committee.
- Liaises with all team managers, coaches, players, parents and club staff.
- Canteen sub committee.

#### Accountability

- The Canteen Coordinator is accountable to the President and General Committee.

#### Essential Skills

- Enthusiasm and dedication.
- Good leadership and management skills.
- Good listening ability.
- Effective communicator.
- Able to maintain financial records.
- Ability to control and supervise others.
- Ability to organise and delegate tasks.
- Be well organised.
- Dedicated club person.

#### Desirable Skills

- Catering experience.
- Purchasing experience.
- Food handling qualification.



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### **Time Commitment**

The estimated time commitment required as the Canteen Coordinator is 5 hours per week during the season. This is likely to be increased at the beginning of the season.