**INTRODUCTION**

The Canteen Coordinator is responsible for stocking the canteen and ensuring someone is available to serve during a matchday. They are **not** required to man the canteen all day, every day

**WOULD SUIT SOMEONE WHO**

* Can only make it to home matchdays
* Keeps an eye on catalogues and enjoys shopping the specials
* Does not want to become involved in club management issues

**RESPONSIBILITIES**

 **Prior to the Season**

* In conjunction with the Volunteer Coordinator, produce a canteen roster and disseminate to Team Managers
* Establish a varied menu and price list, which includes healthy food options
* Ensure that an adequate food safety plan is in place for canteen operations
* Ensure that all equipment is working and has been safety tested

**During the Season**

* Ensure all purchases and receipts are accurately recorded
* Ensure the canteen is ready to be opened prior to the first match of the day by yourself or somebody else
* Ensure stock is purchased at the best possible prices
* At the end of a matchday, count up all monies and accurately record them for passing on to the Treasurer. These monies need to be double counted by another member of the committee.

**KEY RELATIONSHIPS**

* **Reportable To: Treasurer**
* Team Managers

**TIME COMMITMENT REQUIRED**

* Home matches only (roughly every second week)
	+ Approximately 1-2 hours on matchday to prepare the canteen for sale
	+ 1-2 hours during the week to purchase stock

**TRAINING/EXPERIENCE REQUIRED**

* Drivers license and access to your own vehicle