



Balgownie Junior Football Club

Job description for: CANTEEN CO-ORDINATOR

OVERVIEW:

To decide the types of food and drink served at the canteen as well as replenishing stocks as required and determining appropriate pricing levels.

RESPONSIBILITIES:

- To choose all food and drink served in the canteen
- To either buy or organise purchase of all stock
- To provide a profit at the end of the year by determining appropriate profit margins on all food & drink
- To ensure all equipment is properly used and maintained and to report any malfunctions or breakdowns to the Committee.
- Prepare appropriate float before each weekend's games
- Implement a cash register system and maintain an accurate level of the float.
- Provide a general report of previous 2 weekend's income/outgoings to the General Meeting every fortnight.
- Implement a hygienic, safety-first workplace (especially since so many workers are inexperienced volunteers)

RELATIONSHIPS:

- Reports to the President, Secretary and Committee.
- Liaises with the Canteen Roster Co-ordinator.
- Liaises with the Gear Steward.

ACCOUNTABILITY:

The Canteen Co-ordinator will report to the President, Secretary and General Committee of the club.

COMMITMENT LEVEL:

The estimated time commitment required as the Canteen Co-ordinator is up to 2 hours during the week and up to 2 hours on the weekend.

ESSENTIAL SKILLS:

- Good organisational skills
- Good record-keeping skills
- Good people skills
- Show utmost integrity in all financial dealings and business relationships
- Able to prioritise tasks