



# Balgownie Junior Football Club

## Job description for: CANTEEN ROSTER CO-ORDINATOR

### OVERVIEW:

To arrange a roster of parents for each Saturday the Canteen is open.

### RESPONSIBILITIES:

- Prepare a spreadsheet that include details of weekly home game times
- Roster teams to the Canteen with reference to their game time and last game of the day
- 3 parents rostered for each time slot with 2 for 8:00-8.30am

### PROCEDURE:

- Update template spreadsheet with detail of game times for home games, by team, for each Saturday.
- The roster should be prepared to have volunteers from 8.00am through until 15 minutes after the last game of the day concludes.
- Identify weekends where the Seniors are playing as they will assume responsibility for the Canteen from 11.00am
- Roster teams for Canteen duty, generally for 30 minutes time slots and preferably before their game, and if not after their game (duration of game will need to be taken into consideration of rostering teams after their game).
- Teams should not be rostered during their game time
- Email details of the roster allocations to coaches as managers as available. This will be dependent on FSC releasing details of fixtures throughout the season.
- Teams will generally be rostered twice throughout the season although this may be higher depending on weekly games/times.

### RELATIONSHIPS:

- Reports to the President, Secretary and Committee.
- Liaises with the coaches and team managers.
- Liaises with Canteen Co-ordinators

### ACCOUNTABILITY:

The Canteen Roster Co-ordinator will report to the General Committee of the club.

### COMMITMENT LEVEL:

The estimated time commitment required as the Canteen Roster Co-ordinator is up to 1 hour per week with up to 4 hours per week for preparing the roster based on draws being released.

### ESSENTIAL SKILLS:

- Good computer skills (Microsoft Excel or similar)
- Ability to use FSC club reports
- Good organisational skills.
- Good record-keeping skills.
- Good people skills