



VULTURES POSITION DESCRIPTION

POSITION TITLE:	Canteen Convenor
REPORTS TO:	Treasurer
DIRECT REPORTS:	Canteen Assistants and Purchaser
DEPARTMENT:	Finance

POSITION PURPOSE:

The Canteen Convenor role is to manage the canteen's operations, ensuring efficiency and profitability whilst providing a welcoming environment for club members, visitors and families. Oversees the preparation of food and counter services.

KEY RESPONSIBILITIES:

The duties of the Canteen Convenor may include but are not limited to:

- Engage with Team Managers/Canteen Assistants/Board Members to ensure a roster is set for each day of home games.
- Organise and set up the canteen operating environment to ensure it is safe, clean and practical.
- Provide orientation to new volunteers on food preparation and other procedures.
- Establish a menu of goods for sale that provides variety that will attract members and visitors to purchase.
- Ensure food hygiene and that the cooking and serving areas are free from insects.
- Ensure food storage and handling is appropriate, hygienic and in accordance with regulations.
- Work with purchasing officer to ensure all goods are purchased at the best rates and full stock available in preparation for game days.
- Ensure the canteen is open for business from the commencement of the first game at home each day.
- Ensure there is an appropriate cash float in place to commence the operations of the canteen.
- Monitor stock and dispose of or replenish products when required.
- Organise a clean out at the end of each season.
- Ensure canteen is secure by locking doors and windows, switching off appliances and restricting entry (children under the age of 14 are not allowed in canteen)
- Set pricing for new season with Treasurer ensuring profitability and affordability
- Ensure menus are up to date and printed
- Ensure POS system is updated with menu items and pricing
- Limit oversupply and wastage

End of year hand over

Review

An important role is to review the past year and make recommendations or changes to the Treasurer so they can present to the Board for approval for next season.

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Updating key documents

At the end of each year the Treasurer will review and revise the position description with the current incumbent to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Canteen Convenor

An important responsibility of the outgoing Canteen Convenor is to train, mentor and support the incoming Canteen Convenor.

ESSENTIAL SKILLS & REQUIREMENTS:

- Creativity to generate new ideas for Canteen sales.
- Attention to detail and ability to keep accurate records relating to stock and pricing.
- Effective communication skills.
- Ability to lead and manage Canteen Assistants.
- Enthusiasm to achieve best results and drive sales.
- Strong time management, organisation, and decision-making abilities.
- Honesty, reliability, and good work ethic.
- An understanding of health and safety in a kitchen environment.

KEY RELATIONSHIPS:

- Treasurer
- Board Members
- Canteen Assistants
- Team Managers and Football Departments
- Customers/Supporters
- Suppliers
- Purchaser

The estimated time commitment required as the Canteen Convenor is less than 1 hour per week during off season and 5-6 hours per week during all other periods.