



Department of  
Sport and Recreation



## POSITION DESCRIPTION – Canteen Coordinator

<b>Organisation:</b>	Mandurah Netball Association
<b>Job Title:</b>	Coordinator
<b>Position Type:</b>	Voluntary – Honorarium annually or paid position
<b>Reports to:</b>	Competition Coordinator President of <i>Mandurah Netball Association</i>
<b>Currently filled by:</b>	
<b>Commencement date:</b>	
<b>End date:</b>	
<b>Time Commitment:</b>	<ul style="list-style-type: none"><li>• <i>Approximately 5 hours per week through the Winter season</i></li><li>• <i>Approximately 5 to 8 hours on Saturdays through the Winter season (May to September) will be required</i></li></ul>

### POSITION REQUIREMENTS

#### Purpose

- To manage all aspects of running the canteen. This includes the ordering of supplies, handling of money, roster and direction of canteen staff/volunteers

#### Knowledge/Skills

- Excellent communication and interpersonal skills
- Organisational and time management abilities
- Leadership skills
- Experience in a food outlet/retailer is desirable

### RESPONSIBILITIES AND DUTES

- Be responsible for the ordering of all supplies as required for canteen/kiosk
- Maintain contact with suppliers and ensure the canteen/kiosk is adequately stocked at all times
- Make appropriate arrangements for game days
- Be responsible for takings on operating days and the transfer of monies to the *Mandurah Netball Association* office
- In liaison with *Mandurah Netball Association* Administrator distribute keys to suppliers  
Plan a roster of canteen duties for staff and committee for each operating day, and direct duties



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## ADDITIONAL INFORMATION

### Required Checks:

- Qualification Check
- ID Check
- Working With Children Check
- Volunteer Police Clearance (may be required)

### The opportunity to:

- Work as part of team dedicated to the growth and development of *Mandurah Netball Association*
- Meet and network with other volunteers and industry professionals
- Use one's skills in a positive, engaging and challenging way
- Work as part of a group of people dedicated to the development and longevity of *Mandurah Netball Association*

### Reimbursement of Out-of-Pocket Expenses

(subject to advance authorization and presentation of receipts)

For further information regarding this position please contact

*Mandurah Netball Association*

Email : [mna@bigpond.net.au](mailto:mna@bigpond.net.au)

Phone : 089581 5054

*Please note the Office is only attended Monday and Friday from 10am-2pm*