



POSITION DESCRIPTION

Facilities & Canteen Coordinator

Committee Role

General committee level position must have a portfolio and a role.

Objectives

- To provide an inventory and management of Facilities & Canteen Services.
- To ensure the efficient management of the Association facilities

Responsibilities

- Hold a current Food Handling Certificate.
- Ensure the canteen is open for business at the commencement of the first game.
- Ensure an adequate food safety plan is in place at all times.
- Ensure adequate stock is in supply for match days.
- Liaise with Volunteer Coordinator to arrange a voluntary labour roster to ensure the canteen is appropriately staffed on match days.
- Formulate an annual budget and target set as part of the annual financial planning process.
- Ensure all game day takings are counted, minus float, and given to Executive Finance for banking
- Liaise with Westend Sports Precinct management regarding any facility queries or concerns
- Coordinate with Manager of Match Day Operations to ensure field inspection & watering schedules, player equipment and other field related activities are followed as per facility guidelines.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president or committee.

Relationships

- The Facilities & Canteen Coordinator reports to the executive of match day

Accountability

- The Facilities & Canteen Coordinator is accountable to the executive of match day & operations and the executive committee.
- Provide a report on any aspect of portfolio operations to the committee when requested.
- Seek ratification from the appropriate committee member prior to committing the association to any financial expenditure or action.