



Canteen Supervisor

Volunteer Committee Position Description



Reports To

Treasurer / President



Works Closely With

Treasurer, Match Day Duty Officer, Fundraising & Events Coordinator

PURPOSE OF THE ROLE

Run one of the most loved parts of match day. The Canteen Supervisor keeps the canteen operating smoothly, volunteers well-rostered, and ensures we're serving great food while meeting food safety requirements and staying financially accountable.

KEY RESPONSIBILITIES

- Oversee canteen operations on match days, including set-up and pack-down
- Build and manage a roster of canteen volunteers across the season
- Order and manage stock levels, minimising waste and maximising revenue
- Handle cash and EFTPOS transactions and balance the till at end of each day
- Maintain food safety standards in line with local council requirements and the club's food safety plan
- Keep records of canteen income and report to the Treasurer monthly
- Ensure the canteen space is kept clean, organised, and compliant at all times
- Train and support new canteen volunteers in food handling and cash procedures
- Suggest new menu items or promotions to keep things interesting
- create menus in collab with Digital Communications officer so that the entire image of the club is cohesive from Socials through to what is being presented on match day

TIME COMMITMENT



5–10 hours/month (match days and ordering/admin)



People Management

Yes — manages canteen volunteers



Budget Management

Yes — manages canteen income and stock spending

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Food Safety Supervisor certificate (preferred) or food handling certificate — willingness to obtain one is essential
- Experience in food service, hospitality, or retail
- Good people skills for managing volunteers
- Cash handling experience



Essential Requirements

This role requires a current Working With Children Check (WWCC) — or willingness to obtain one prior to commencing the role. The ordinary hours of this volunteer role can include weekends and evenings.



End-of-Year Handover

At the end of each season, the outgoing role-holder is responsible for: (1) reviewing and updating this position description to ensure it reflects how the role has evolved; (2) submitting the updated PD to the Secretary prior to the AGM; (3) participating in handover with their successor — sharing key contacts, documents, passwords, and institutional knowledge to ensure continuity for the club.

 You'd be great for this if...

You love a busy match day and enjoy feeding a crowd. You're reliable, friendly, and don't mind getting your hands dirty. If you've run a school canteen or worked in hospitality, this role is yours.