



Junior Canteen Staff – Volunteer or Paid

Accountability	Canteen Manager
Hours	Hours will vary but will be higher at the beginning of the season. Average 16hrs per week.

GENERAL DESCRIPTION – OBJECTIVES

- To provide support to the canteen Manager to ensure the efficient management of canteen sales and stock levels.

RESPONSIBILITIES

- The position will be responsible for the supporting the day-to-day running of the canteen (cooking, selling) under the guidance of the Club Committee.
- This role would be for approx. 16 hours per week. See below as an example, however days and times will vary based on the season fixtures we receive.
 - Friday 5:00pm - 9:00pm
 - Saturday 7:30am - 3:30pm
 - Sunday 7:30am - 3:30pm
- Hourly rate starting from \$ 15/hr plus superannuation, to be negotiated with the right candidate.
- To provide an appropriate canteen service at all home games/times as agreed.
- To provide support to the Canteen Manager to ensure the efficient operation of the Club Responsibilities
- Ensure that an adequate food safety plan is in place for canteen operations
- Lead a team of up to 2 canteen assistants (parent volunteers)
- Adhere to the HPJFC Financial procedures for canteen cash management
- Reports to the Canteen Manager
-

ESSENTIAL QUALIFICATIONS - ACCREDITATIONS

- Good Communication
- Previous food handling experience and qualifications would be good

RELATIONSHIPS

- Liaises with the Canteen Manager and Committee

REPORTING

- Reports to the Canteen manager