



Kingsley Junior Football Club (inc)

PO BOX 3016 KINGSLEY 6026

www.kingsleyjfc.com.au

POSITION DESCRIPTION

JOB TITLE: *CANTEEN OPERATOR*

INTRODUCTION: The canteen is very important in both providing a game day service to members and visitors of the Kingsley JFC but also in raising funds for the club. As such we require a person(s) who is willing to work with the committee in both the operation of the canteen and development of the menu.

While this position will be mostly autonomous the committee reserves the right to have final say on the menu and the operation of the canteen if we consider it in the best interests of the club.

There may also be additional committee assistance in the purchasing of supplies, details of which are yet to be finalised.

REPORTING TO: KJFC Committee

ROLE OVERVIEW:

- Coordinate / order supplies for BBQ
 - Order and collect bread and buns for weekend
 - Order and collect sausages, bacon, eggs and onions
 - Maintain supplies for sauces, napkins, etc...
- Coordinate / order supplies for canteen
 - Drinks – soft drinks, water, milk, etc...
 - Coffee beans
 - Lollies, crisps, etc...
 - Coffee cups, lids, sugar, BBQ sales tickets
- Run canteen sales each weekend:
 - Saturday: 7:30am – 10:30am
 - Sunday: 7:30am – 4pm (final times to be confirmed)
- Money management
 - Record all purchases for treasurer information and reporting
 - Retain all receipts and reconcile against purchase records
 - Manage weekend till takings & float
 - Sales records under review at present
 - Bank weekend takings promptly following weekend



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OBLIGATIONS:

SATURDAY MORNINGS

- Collect bread and buns from Prague Bakery (Kingsley Shops) for BBQ
- Provide weekly BBQ food supplies (Sausages, bacon, eggs, buns/bread)
- Set up canteen for Auskick day
- Manage sales and parent volunteers
- Coordinate pack up of canteen
- Record sales and hold money for Sunday and then banking

- Auskick parents are rostered on to assist with the daily sales counter
- BBQ is run by volunteers/committee
 - They manage own sales. Canteen operator to have a float available each week.
 - BBQ sales will be handed to Canteen Operator for banking.

SUNDAY ALL DAY

- Collect buns from Prague Bakery (Kingsley Shops) for BBQ (Sunday is hotdog and buns, no bread)
- Provide weekly BBQ food supplies (Sausages, bacon, eggs, buns/bread)
- Set up canteen for Sunday trade
- Manage sales and parent volunteers
- Coordinate pack up of canteen
- Record sales for Sunday
- Bank on Sunday if possible or as soon as possible in week.

- Parents are rostered on to assist with the daily sales counter
- BBQ is run by parents
 - Canteen manages the sales and provides customers with a ticket to hand to BBQ. No money is transacted at the BBQ.
 - BBQ sales forms part of the canteen takings on Sunday

RENUMERATION

The canteen operator role is a volunteer position which attracts no wages or benefits from the Kingsley Junior Football club. However in recognition of the time involved in this important position the club will give the volunteer an honorarium for their help. Please note this is generally not assessable income and attracts no tax; please check the ATO website for full information.