



POSITION DESCRIPTION

Canteen Manager

Organisation:	Busselton Netball Association
Job Title:	Canteen Manager
Position Type:	Paid
Reports to:	BNA Board
Currently filled by:	
Commencement date:	12 April 2021
End date:	31 December 2021
Time Commitment:	Approximately 5 to 15 hours per week

POSITION DETAILS

Purpose

- To manage the Association onsite Canteen in the Lois Hannay Pavilion

Knowledge/Skills

- Experience in cooking in hospitality
- Experience in stock ordering and managing kitchen supplies
- Point of Sale and Cash handling experience
- Strong organisational and communication skills
- Problem solving and people management

Typical time commitment

- Approximately 5-15 hours per week through the winter season (May to September) may be required.
- Saturday mornings prepared for a 8:30am first fixture to last fixture approximately 2:30pm (TBC)

Optional

- South West/ Peel Regional Championships 24-25 July.

Responsibilities and Duties

- In liaison with the Treasurer, be responsible for the recording, reconciling and banking of canteen takings each week.
- Control of ordering as required of Kitchen consumables and Food/ Drink for sale.
- Develop menu options in line with Netball WA Fuel to Go & Play Principles
- Undertake hospitality WA Health Department COVID19 Infection Control Training course online



- Manage club volunteers each week allocated to assist in kitchen and/or at point of sale.
- Submit timesheets for each working week during the winter season.
- Abide by the Code of Conduct at all times.
- Submit reports to the Board as required.

Member Protection

- You may be required to obtain a Working with Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18)*)
- If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate

Remuneration

- Casual employment
- Remuneration will be dependent on experience and qualifications, as per Club Workers Award under Government of Western Australia Department of Mines, Industry Regulation and Safety.

ADDITIONAL INFORMATION

For further information regarding this position please contact Busselton Netball Association at secretary@busseltonnetball.com.au