



POSITION DESCRIPTION – Canteen Manager

Organisation:	Busselton Netball Association
Job Title:	Canteen Manager
Position Type:	Paid via Employment Contract - Casual
Reports to:	BNA Board
Currently filled by:	Vacant
Commencement date:	April 2024 - Date TBC
End date:	September 2024 TBC
Time Commitment:	Preparation hours approx 8 - 10 hours per week. Plus Saturdays 8am to 3pm (approx) TBC Carnivals - Increased preparation hours and 8 hour canteen days

POSITION DETAILS

The BNA is the South West's largest netball association, home to over 1100 members. The Association's canteen allows players, umpires, volunteers and spectators to enjoy refreshments on game days and carnival weekends and is a central part of netball at Lois Hannay Pavillion. The revenue from the canteen allows the Association to run its programs and competitions and is an important part of the growth of netball in the South West.

Purpose

- To effectively manage Busselton Netball Association's Canteen during the Winter Competition for the 2024 Season.

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
- Hold or be willing to obtain a Food Safety Supervisor Qualification

Typical time commitment

- Preparation hours approx 8 - 10 hours per week
- Saturdays 8am to 3pm (approx) TBC
- Carnivals - Increased preparation hours and 8 hour canteen days - 5/5/ 2024, 26-28/7/2024, 12/10/2024

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 any required hospitality WA Health Department Training courses online
- Manage club volunteers each week allocated to assist in kitchen and/or at point of sale
- Ensure all transactions are recorded on point-of-sale software as directed by the treasurer. Training will be provided and is a requirement of the role.
- 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 will 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.

ADDITIONAL INFORMATION

Recommended Checks

- Conduct Accreditation Check

Working in this position gives you the opportunity to:

- Work as part of team dedicated to the growth and development of Busselton Netball Association
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of Busselton Netball Association
- Use one's skills in a positive and engaging way
- Provide healthy eating options to players and spectators

Remuneration

https://www.commerce.wa.gov.au/sites/default/files/atoms/files/club_workers_award_-_1_july_2022_-_30_june_2023.pdf

For further information regarding this position please contact

President@busseltonnetball.com.au or secretary@busseltonnetball.com.au

