



Canteen Manager – Position Description

Essendon District Netball Association (EDNA)

Position Title

Canteen Manager

Reports To

EDNA Committee (via the Facilities Coordinator)

Position Type

Part-time (Seasonal)

- Saturdays during the netball season (February - December)
- Tuesdays during the netball season (February - December)
- Thursdays during the netball season (February - December)
- with additional hours for stock management and volunteer coordination.

Location

EDNA Courts, Essendon, Victoria

Purpose of the Role

The Canteen Manager is responsible for overseeing the efficient and profitable operation of the EDNA canteen on match days. This includes managing stock, coordinating volunteers from participating clubs, ensuring compliance with health and safety regulations, and aligning operations with EDNA's profit-sharing policy.

Key Responsibilities

Match Day Operations

- Open and close the canteen on scheduled match days.
- Supervise canteen activities, ensuring smooth service delivery.
- Ensure the canteen is clean, safe, and welcoming for all patrons.

Volunteer Coordination

- Liaise with club representatives to schedule volunteer shifts in accordance with the rotating roster.
- Provide on-the-day guidance and support to volunteers.
- Ensure volunteers are inducted and adhere to food safety and customer service standards.

Stock and Inventory Management

- Order and maintain appropriate stock levels, considering seasonal demand and budget constraints.
- Conduct regular stocktakes and manage inventory records.
- Ensure all food items are stored and handled in compliance with health regulations.

Financial Management

- Monitor daily sales and manage cash handling procedures.
- Collaborate with the EDNA Treasurer to reconcile takings and manage banking processes.
- Provide monthly financial reports detailing sales, expenses, and profit allocations.

Compliance and Safety

- Ensure all operations comply with local health and safety regulations.
- Maintain up-to-date knowledge of food handling and hygiene standards.
- Implement and monitor safety protocols within the canteen environment.

Communication and Reporting

- Report regularly to the EDNA Committee on canteen operations, challenges, and opportunities.
- Provide feedback and suggestions for improving canteen services and profitability.

Key Relationships

- EDNA Committee Members
- Club Representatives and Volunteers
- Suppliers and Service Providers
- Local Health and Safety Authorities

Skills and Experience

Essential

- Proven experience in food service or hospitality management.
- Strong leadership and interpersonal skills.
- Ability to manage budgets and financial records.
- Knowledge of food safety and hygiene regulations.
- Excellent organizational and time-management abilities.

Desirable

- Experience working with volunteers in a community or sports setting.
- Familiarity with point-of-sale systems and inventory management software.
- First Aid and Food Handling certifications.

Time Commitment

Saturdays during the netball season (approximately 11:30 AM – 6:30 PM).

Tuesdays during the netball season (approximately 6:00 PM – 9:30 PM)

Thursdays during the netball season (approximately 6:00 AM – 9:30 PM).

- Additional hours as required for stock ordering, volunteer coordination, and administrative tasks.

Remuneration

To be provided to successful candidate

Application Process

Interested candidates should submit their resume and a brief cover letter outlining their suitability for the role to administrator@essendondna.com.au