



COMMITTEE ROLE DESCRIPTION – CANTEEN COORDINATOR

Organisation	Noranda Netball Association
Committee Title	Canteen Coordinator
Position Type	Volunteer
Reports to	Noranda Netball Association Committee
Currently filled by	New Position
Commencement date	Noranda Netball Association 2025 AGM
End date	Noranda Netball Association 2026 AGM

POSITION DETAILS

Purpose

To oversee the Associations canteen, ‘Courtside Café’ to ensure it exceeds health and safety requirements, meets members needs, is profitable and any canteen staff are supported.

NOTE: The daily management of the canteen is run by paid staff and this role does not require you to work in the canteen.

Knowledge/Skills

- Understanding of Association activities and its future direction and plans
- Understanding of the Associations Constitution, By-Laws, Policies and Procedures
- Computer literate
- Effective communication and good interpersonal skills
- Act with integrity, confidentiality, and objectivity
- Good organisational skills
- Positive and enthusiastic attitude

Typical time commitment

- Approximately 3 hour per week during the Winter & Spring seasons (*April – November*)
- Game days may require additional hours
- Weeks containing Committee Meetings will require 1-3 hours (*11-12 per year*)

Responsibilities and Duties

- Oversee all canteen staff, including Canteen Manager, Canteen Assistants
- Ensure canteen staff understand and follow all Food Safety Standards and regulations
- Submit a monthly report on the canteen to the Committee including things such as a profit and loss summary, staff concerns and equipment issues
- Assist the Canteen Manager to implement new additions to be added to our menu and sold
- Ensure the Canteen Manager is producing and maintain staff rosters
- Make sure that canteen has adequate staff to cover busy service times and required staff breaks



- Ensure the Canteen Manager completes a stock-take at the conclusion of the Spring season
- Work with Canteen staff at the end of the Spring season to complete a full clean of the canteen and all equipment
- Perform any other duties as directed by the committee
- Help with managing game days if and as required
- Abide by the Associations Code of Conduct

ESSENTIAL

- At all times ensure a Child Safe environment
- Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy
- Comply with the WA Working with Children Check (WWCC) Legislation which means you will be required to obtain a WWCC unless an exemption applies
- Promote and display the Associations values and behaviours
- Promote netball in a positive manner

ADDITIONAL INFORMATION

Volunteering in this position gives you the opportunity to:

- Work as part of a team dedicated to the growth and development of Noranda Netball Association
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of Noranda Netball Association
- Use your skills in a positive and engaging way
- Develop a greater understanding of sports management structures

Volunteering in this role may attract an honorarium payment after the completion of both the Winter and Spring seasons. Any such payment will be decided by the NNA Committee.

For further information on this Committee position, please contact Janice Clamp, Noranda Netball Association President via email: president@norandana.com.au

If you would like to nominate for this position, complete the nomination form by 3pm, 13 February 2025 and return it to:

The Administrator
Noranda Netball Association
competition@norandana.com.au