



Canning City Soccer Club

Life Members
Hans Meyer
Jeff Rowlands
Sally Allomes
Malcolm Watson

Position Description – Canteen Coordinator

The Role	Management of canteen for the season
Communication	All emails are sent and received using the Club's Gmail account; Username ccsccanteen@gmail.com
Responsibilities	Establishes the Canteen roster volunteer support for all age groups, in consideration of season fixture. Inform all age group coordinators of roster and email reminders a week beforehand. Set canteen menu and pricing. Stock canteen. Maintain canteen procedures. Arrange envelope for match cards to be sent to FootballWest. Oversee referee payments ledger. Manage cash tin and banking takings. Stock for induction day and end of year wind up.