

MAITLAND CITY SOFTBALL CLUB INC

JOB DESCRIPTION FORM

CANTEEN COORDINATOR

The Canteen Coordinator is responsible for the allocation of canteen duties, in a fair and timely manner, amongst the members of Maitland City Softball Club Inc.

Responsible to:

The Canteen Coordinator is directly responsible to the President and the members of Maitland City Softball Club Inc.

Responsibilities and Duties:

The Canteen Coordinator should:

- Ensure that volunteers are supplied for any canteen duties that Maitland City Softball Club has been allocated on a weekly basis
- Ensure season duties are shared equally amongst the Club's teams
- Actively recruit volunteers to serve on behalf of the Club
- Communicate canteen roster to all team officials and members' involved
- Liaise with Publicity Officer to ensure the weekly canteen roster is posted on our Facebook Page
- Ensure volunteers are aware of the NDSA canteen rules ie. Closed shoes, no singlets etc
- Promote our Club Mission, Purpose and Values

Knowledge and Skills Required:

Ideally the Canteen Coordinator is someone who:

- Is well organised
- Has good communication skills
- Is able to delegate where necessary