



West Auckland Association Football Club

Shop Coordinator Role Description

The Shop Coordinator is a voluntary position responsible for the purchasing and sale of items in the club's canteen.

Responsible to	Secretary & Volunteer Coordinator
Responsibilities & Duties	<ul style="list-style-type: none">• Purchase adequate stock for the club's canteen based on the following criteria:<ul style="list-style-type: none">○ Determine what items are desired by participants.○ Enough stock to ensure continuous availability.○ Ensure that level of stock isn't excessive to impact on storage and product expiry.• Ensure that appropriate margins are maintained as determined by the Treasurer to ensure profitability.• Work with the Volunteer Coordinator to ensure the canteen is suitably staffed by volunteers.• Work with the Volunteer Coordinator to ensure that documented instructions are in place for volunteers to:<ul style="list-style-type: none">○ Set up and pack down the canteen as required.○ Man the canteen efficiently.○ Meet the customer service expectations of the club.○ Meet all cash handling and reporting requirements.• Work with the Treasurer to perform an annual stock take as determined by our reporting requirements.• Maintain and manage a high customer service focused attitude of self and all that provide a service to all members, family, and visitors to the WAFC.• Follow all aspects of the WAAFC Code of Conduct and any other club policies as they relate.• Meet all the WAAFC reporting requirements as they become due or are requested.• Evaluate personal performance annually reporting to Executive Committee and ensure succession of own position.• Review own position description to ensure accuracy and submit potential changes to the Executive Committee.
Knowledge & Skills Desired	<ul style="list-style-type: none">• Can communicate effectively.• Well organised and can delegate tasks.• Able to keep good records.• Able to work in a logical orderly manner.
Estimated Time Commitment Required	The estimated time commitment required for the role of Shop Coordinator is 2 - 4 hours over 2 days per week for the duration of the season. In certain cases, extra time may be required during the season.
Period of Appointment	Period of appointment 12 months.