

Job Title

Easter Tournament Canteen Manager

Job Purpose

A paid canteen manager is required to attend and oversee all canteen operations on Easter Saturday and Sunday. Club volunteers will also work in the canteen which provides food and refreshments for players and spectators from Friday through to Monday.

Background

The Nathalia Lawn Tennis Club Easter Tournament is now in its 99th year. The club relies on profits from the four day tournament in order to maintain the 14 lawn courts for local community use.

Our Vision

Nathalia Lawn Tennis Club thrives on a vibrant and community focused atmosphere whilst providing inclusive, safe and welcoming tennis participation opportunities.

Our Values

- Social and Vibrant;
- Welcoming, Inclusive and Accommodating;
- Authentic, Proud and Loyal.

Job Duties and Responsibilities

Prior to the Tournament (2-3 weeks):

- Order food and supplies prior to tournament as per amounts from previous tournaments
- Wherever possible use Nathalia businesses for food and supplies
- Daily collection of supplies and/or coordinate local deliveries/pick up with volunteers

During the Tournament (Saturday and Sunday 7.30am - 3.30pm)

- Prep daily food each morning
 - Prepare breakfast items e.g. yogurt pots, toasties, fresh fruit.
 - Prepare items for 'Breakfast BBQ' cook: bacon, eggs, hashbrowns, bread, sauces.
 - Prepare lunchtime sandwich fillings, salad bowls etc ready for volunteers to put together
 - Defrost frozen items (estimate according to the weather)
- Work with fluctuations in the ebbs and flows of demands as each day's tennis events unfold.
- Ensure each shift of canteen volunteers are upskilled in daily tasks
- Keep tabs on all stock including drinks and refresh from fridges and coolroom where necessary
- Buy required stock from IGA to refresh any low supplies
- Sunday - Coordinate and ensure food is prepared for BBQ lunch.
- Sunday- Ensure kitchen volunteers on Monday are given instructions for using up supplies and/or cooked food from the previous day's BBQ
- Set up and maintain used dishes station at the entrance to the clubhouse
- Set up 'specials' for any excess food items - ensure 'square' is updated accordingly

- Pack up all food and leave the kitchen space clean and tidy by 3pm.
- Liaise with the tournament box to make announcements on food and drink specials and closing times.

Experience

- Catering experience is not necessary but is an advantage
- Skills in managing volunteers and maintaining a positive working culture.

Knowledge, Skills and Abilities

- Safe Food Handling (minimum requirement of 'Do Food Safely' online certificate); Demonstrates knowledge and understanding of basic Safe Food Handling requirements in line with Moira Shire Food Handling Registration and NLTC Food Safety certification.
- Ensure NLTC sustainability philosophy is maintained by minimising landfill wherever possible. Refer to our sustainability document*This could include using recyclable packaging and/or alternatives e.g. china for salad bowls (from footy club), glasses for breakfast yogurt pots, tea and coffee served in china cups, snacks served on saucers, wraps & sandwiches wrapped in baking paper, compostable packaging used where possible,ensure recyclable packaging goes to blue bins,ensure food scraps go to green bin)
- Ability to work in a collaborative environment.
- Ability to uphold the club vision and values.

Working Conditions

- The canteen manager will work 'behind the scenes' to ensure customers are served promptly and with quality homemade food. Club volunteers will serve customers (where possible) in order to continue the personal link to previous participants.
- Free tea, coffee and slices as well as a lunch voucher will be provided to the canteen manager and tournament volunteers during their shift.
- Breaks - the kitchen manager will use their discretion as to when to take breaks or to leave the premise.

Hours

Prior: Familiarisation and food ordering (2-3 weeks prior) **8 hours**

Thursday: Ensure supplies are delivered to clubhouse

Friday: Optional familiarisation with running of canteen **0 hours**

Saturday: 7:30 am to 3:30 pm
(Doubles Day) and Open Singles Finals at 3.30pm **8 hours**

Sunday: 7:30 am to 3:30 pm
(Mixed Doubles Day) and Open Doubles Finals at 3.30pm **8 hours**

Total: 24 hours

Rate: \$40/hour \$960 total