



JIMBOOMBA NETBALL ASSOCIATION

POSITION DESCRIPTION:

The JNA Canteen person (Casual) will be responsible for the preparation, service and storage of food and beverages, handling transactions, maintaining cleanliness, and providing friendly, efficient service to members and visitors, ensuring the highest standards of food safety and customer service.

REPORTS TO:

JNA Canteen supervisor and JNA Treasurer

KEY RELATIONSHIPS:

JNA Management Committee and canteen staff.

HOURS:

Casual. Approx 6 hours per week during Saturday fixtures season. Hours for additional events as negotiated.

SKILLS REQUIRED

- **FOOD SAFETY:** Knowledge of safe food handling practices.
- **CUSTOMER SERVICE:** Strong interpersonal skills with the ability to interact positively with customers.
- **POINT-OF-SALE SYSTEMS:** Experience with operating square point-of-sale system and handling of cash and EFTPOS transactions accurately.
- **ORGANISATION SKILLS:** Ability to keep the canteen area organised and ensure that all tasks are completed efficiently.
- **TEAMWORK:** Ability to work well with Association volunteers, canteen staff, and coordinating tasks to ensure smooth operation of the canteen.
- **ADAPTABILITY:** Ability to remain calm and efficient in a fast-paced environment.

JNA CANTEEN ASSISTANT (CASUAL)

OTHER REQUIREMENTS

ESSENTIAL

- Valid Working with Children Check (Blue Card), or ability to obtain one prior to employment
- Excellent organisation and communication skills
- Strong time management skills with the ability to work unsupervised

PREFERRED

- Working knowledge of Square, or similar, point-of sale systems
- Safe Food Handling certification, or willingness to obtain if successful

APPLICATIONS TO BE EMAILED TO ADMIN@JIMBOOMBANETBALL.COM.AU