

ATHLETICS BALLARAT

Position Description



Canteen Manager (Casual)

Employment status	Casual. Hours vary by event calendar (no set weekly hours guaranteed)
Location	Howitt Street Athletics Facility, Wendouree (new AB venue)
Reports to	Executive Officer
Award / pay rate	Award free. National Minimum Wage applies (plus 25% casual loading)
Superannuation	Paid in accordance with the Superannuation Guarantee (Cwlt) on ordinary hours earned

About Athletics Ballarat

Athletics Ballarat (AB) is a not-for-profit regional athletics association running two competition seasons each year. Cross Country (XCR, May-September) and the Athletics Victoria Summer League (AVSL, October-March). AB is relocating to the brand-new venue, the Howitt Street Athletics Facility in Wendouree, targeting a November 2026 opening, and will host the 2027 Victoria Country Athletics Championships at the new site in January 2027.

Purpose of the Position

The Canteen Manager is responsible for the day-to-day operation of the AB canteen at the new facility, providing food and beverage service to athletes, officials, volunteers and spectators at club competition days, school sports events, and special functions. The role requires a flexible, hands-on person who can run the canteen independently, manage stock and cash, and deliver a friendly, community-first service.

Key Responsibilities

- Open, set up, operate and close down the canteen for each rostered event or function
- Order, receive and store stock; manage rotation and minimise waste
- Prepare and serve food and beverages in line with food safety requirements
- Handle cash and card transactions accurately, including EFTPOS reconciliation and banking of takings
- Maintain cleanliness and hygiene of the canteen, equipment and food preparation areas at all times
- Monitor and report on stock levels, pricing and canteen profitability to the Executive Officer/Board
- Recruit, brief and coordinate any casual staff or volunteers rostered to assist on event days
- Ensure compliance with Victorian food safety regulations, including safe food handling practices
- Report any equipment faults, maintenance needs or safety hazards promptly
- Support special functions (e.g. presentation nights, sponsor events, championship hosting) with menu planning and catering as required

Hours of Work

This is a casual position. There are no set or guaranteed hours. The successful candidate will need to be available flexibly across:

- XCR season club competition days (May-September, typically weekends)
- AVSL season club competition days (October-March, typically weekends/evenings)
- School sports days and inter-school events held at the facility
- Major events (includes 2027 Victorian Country Athletics Championships)
- Special functions, presentation nights and sponsor/community events

- Occasional weekday, evening or early-morning shifts around events

Rosters will be communicated as far in advance as practicable, recognising the seasonal and event-driven nature of the calendar.

Key Selection Criteria

Essential

- Experience in food service, hospitality or canteen operations
- Current Food Safety knowledge/certificate (e.g. Food Handler training), or willingness to obtain one
- Experience handling cash and point-of-sale/EFTPOS systems
- Friendly, customer-focused approach and ability to work well with volunteers, athletes and families
- Ability to work independently, use initiative and manage time across variable shifts
- Current Working with Children Check (or willingness to obtain before commencing)
- Willingness to undergo a National Police Check

Desirable

- Food Safety Supervisor certificate
- Current First Aid certificate
- Prior experience in a sporting club, school canteen or not-for-profit environment
- Own transport / current driver's licence

What Athletics Ballarat Offers

- A brand-new canteen facility with brand-new commercial kitchen equipment
- Flexible, casual work that can fit around other commitments
- A supportive, community-minded club environment
- The opportunity to be part of a landmark facility opening and the 2027 Victoria Country Athletics Championships

Other Requirements

- Working with Children Check (mandatory)
- National Police Check (mandatory)
- Food safety training/certificate (mandatory - AB can assist in arranging if not already held)
- Compliance with AB's WHS, food safety and volunteer/staff codes of conduct

How to Apply

Please submit a brief cover letter and current resume to Matt Jenkins c/- Athletics Ballarat admin@athleticsballarat.com.au by 21/10/2026. For a confidential discussion about the role, contact Matt Jenkins 0408 808 865.
