



ROLE	Canteen Coordinator
Purpose	As the Canteen and BBQ Coordinator, you will be responsible for the proper management of the club's canteen on junior activities days and other events or functions as nominated by the club.
Responsible to	Junior Activities Coordinator
Time Commitment	Approx 5 hours per week (in season)
Responsibilities & Duties	<ul style="list-style-type: none">● Maintain operation of canteen during nippers and other special events● All ordering & purchasing for canteen, set profit margins, account for monies● Organise canteen rosters for season and work with member volunteers from weekly nominated age groups● Maintain inventory & stock levels● Maintain canteen area – keep clean & tidy and ensure OHS requirements and standards are met● Ensure proper signage is posted● Set-up and pack up● Market menu and pricing● Ensure the security of the canteen is maintained● Ensure safe food handling guidelines and practices
Knowledge & Skills Required	<ul style="list-style-type: none">● Safe Food Handling Certificate● Have a good understanding of food handling and safety standards● Ability to communicate well with kids & public● Basic IT skills including knowledge of EFTPOS● Excellent organisational skills● Supervisory skills● Must be a financial member of the Club● Candidates must also be the holder of a current Blue Card