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<b>ROLE</b>	<b>Canteen Coordinator</b>
<b>Purpose</b>	The Canteen Coordinator is responsible for the proper management of the club's canteen on Nipper days and other special events/ functions
<b>Responsible to</b>	Club President
<b>Responsibilities &amp; Duties</b>	<ul style="list-style-type: none"><li>● Provision the canteen and subsequent marketing activities, along with appropriate accounting</li><li>● Provide a reconciliation report (including stock, all saleable items and merchandising items) to the Club Treasurer prior to each monthly meeting of the Management Committee</li><li>● Order all food and drink items considered necessary to stock the canteen at the beginning of the season</li><li>● Ensure that the canteen and its contents are secure at all times</li><li>● Supervise canteen staff as required and assist when necessary</li></ul>
<b>Knowledge, Skills &amp; Training Required</b>	<ul style="list-style-type: none"><li>● Previous experience managing canteen</li><li>● Understanding of safe food handling guidelines and practices</li><li>● Experience in the handling of monies</li><li>● Ability to organise and delegate tasks</li><li>● Maintain confidentiality on relevant matters</li><li>● Communicate effectively and possess good interpersonal skills</li><li>● Friendly, positive and enthusiastic</li></ul>
<b>Special requirements</b>	<ul style="list-style-type: none"><li>● Be a financial member of Redcliffe Peninsula Surf Life Saving Club;</li><li>● Be the holder of a current Blue Card or Exemption Card</li><li>● Ability to be available for junior activities functions, as required and for the general hours of operation which are: Sunday 8am to 12 pm</li><li>● Ensure that a range of healthy food is always available at the canteen</li></ul>