

Canteen Coordinator Position Summary

Position:	Canteen Coordinator
Remuneration:	This is a volunteer position. Reimbursement policies apply where appropriate.
Hours:	
Start Date:	
Term:	

Purpose

The Canteen Coordinator will provide an appropriate canteen service for each round of the season ensuring profitable management and operation.

Responsibilities

- Ensure an adequate food safety plan is in place and followed
- Ensure canteen equipment is available and in working order
- Establish a menu which provides variety in offerings and appeals to the target market
- Manage stock purchase aiming for the best (not necessarily the cheapest) prices
- Account for all purchases and receipts
- Manage Canteen staff (paid or volunteer roster)
- Maintain a budget and provide a report for the treasurer and committee

Skills Required

- Effective Organisational, Communications and Interpersonal skills
- Money handling skills (desirable)

Pre-Requisites

- Food Safety Supervisor Certificate
- First Aid Certificate
- Must have experience working with children
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Must be able to provide evidence of a valid and current NSW Working With Children Check