

Job Title: Canteen Coordinator	Club Name: WAMASC
Reports to: Executive Board	Revision Date: 7/5/2017

Position Overview

The position of Canteen Coordinator plays an integral part in the operation of WAMASC Canteen. The Canteen Coordinator should develop a sense of community and Cooperation with club members.

The Canteen Coordinator position will be reviewed quarterly against the kpi's.

The Canteen should be opened as often as possible and operate for all Events held at the field.

Should the Canteen Coordinator become unavailable for a period of two or more weeks, the honorarium maybe paid to another member.

Responsibilities and Duties

Duties related to the position include, but are not limited to the following:

- Responsible for the operation of the Canteen Account Card for food purchases.
- Supervise the operation of the Canteen on a day to day basis.
- Ensure other members operating in the Canteen are conversant with all safety and health requirements.
- Make decisions for a healthy canteen in conjunction with the Canteen Manager.
- Food preparation, ordering and management of the canteen staff.
- Responsible for the cleanliness of the canteen.
- Order all requisite items and organise food preparation and point of sale.
- Responsible for the cleanliness of all canteen equipment and ensure that they are in good working order.
- Responsible for the securing of the canteen premises.
- Follow Workplace Health and Safety procedures. Ensure local Council policy and directions for Food Safe are implemented.
- Be responsible for all hygiene procedures within the Canteen.
- Liaise with the Canteen Manager regarding anything that has a financial implication.
- Be responsible for all money transactions and arrange Canteen banking.
- Ensure that the delivery dockets and invoices are checked and authorised for payment before handing to the Treasurer.
- Keep Canteen records in good order.
- Be responsible for stocktake recording and restocking, ensuring minimal wastage.
- Coordinate purchasing with suppliers to obtain best pricing and quality.
- Set the menu and prices for each term in consultation with the WAMASC Executive.
- Attend General meetings as directed by the WAMASC Executive.
- Write and display appropriate procedures in the Canteen.

- All material purchases for the Canteen are to be listed and approved for purchase by the Executive Board or Committee.

Important note:

- No children are allowed into or to operate in the Canteen. Any student presence or assistance is to be approved by the WAMASC Executive.

Knowledge and skills required

- Supervise staff in a warm and professional manner.
- Relate in a warm and professional manner with patrons.
- Proven ability to work with a range of people and a demonstrated ability to work collaboratively in a team situation.
- Have a working knowledge in line with Safe Food Handling.
- proven ability to run a canteen.

I acknowledge the requirements placed upon me by this Position description.

Name: _____

Signature: _____

Date: _____

Witnessed By Secretary: _____ Date: _____