

Job Title: Canteen Coordinator	Club Name: WAMASC
Reports to: Treasurer	Revision Date: 21/01/2016

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 Manager should be creative with food and make visiting and using the Canteen an enjoyable experience for club members and visitors alike.

This position is responsible to the Canteen Manager.

Responsibilities and Duties

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

- Supervise the operation of the Canteen on a day to day basis.
- 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 Management 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.

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.