



ORANGE THUNDER TOUCH FOOTBALL

Canteen Coordinator

Responsibility: The Canteen Coordinator is responsible for the proper management of the club's canteen on Junior Competition evenings and at other events and functions nominated by the Committee.

Duties:

Review and price all stock items to be sold in conjunction with the club President

Coordinate with the President or appropriate person for arrangement of pick up/delivery of all canteen items

Ensure the canteen is regularly re-stocked throughout the season

Supervise canteen staff as required

Ensure that the correct food handling and hygiene practices are observed to prevent food spoilage and contamination

Ensure all canteen workers including volunteers are familiar with correct food handling and hygiene practices

Obtain, and account, for any floats that are required from the club Treasurer

Monitor sales to ensure that canteen is not overstocked on certain items

Be responsible for counting and recording the daily taking with one other person

Maintain appropriate records as required by the club President/Treasurer

Ensure a pleasant working environment for the volunteers

Be responsible for security in the canteen such as money, keys, arming security alarms, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there.

Term of Appointment: One year term

Honorarium: \$1000 per annum