



VOLUNTEER POSITION DESCRIPTIONS

CANTEEN SUPERVISOR

Responsibilities

The Canteen Supervisor is responsible for the proper management of the Club's canteen on match days and other events and functions nominated by the Board / Committee.

Duties

- » Obtain all relevant OH&S and safe food handling / preparation procedures and guidelines
- » If necessary, form a Canteen Sub-Committee
- » Prepare a Canteen Operator Job Description
- » Establish canteen operating hours and prepare a volunteer canteen roster
- » Order all food and drink items considered necessary to stock the canteen at the beginning of the season
- » Arrange pick up / delivery of all canteen items
- » Prior to the start of the season, review all insurance arrangements
- » Ensure that the canteen is regularly re-stocked throughout the season
- » Supervise canteen staff as required and assist during busy periods
- » Obtain, and account for, any floats that are required from the Treasurer
- » At the end of each day's trading, in conjunction with the Treasurer and / or other designated Board / Committee members, count and balance the takings
- » Maintain appropriate records as required by the Treasurer and / or Board / Committee
- » Ensure that the canteen and its contents are secure at all times
- » Ensure BBQs are in safe working condition
- » Keep the Board / Committee informed of all relevant matters

Notes

For safe food handling and preparation information, please contact the NSW Department of Health

It is essential that a range of 'healthy' food is always available at the canteen.