

Role Description

Canteen Coordinator

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ROLE INFORMATION	
Purpose	The role of the Canteen Coordinator is to provide an appropriate canteen service at all riding events and at other times agreed whilst providing support to the Club Committee to ensure the efficient operation of the canteen.
Responsibilities	Prior, during and post-season duties for the Canteen Coordinator include but are not limited to: • Prepare and publish a roster at the commencement of each season detailing the families and class groups who will be required to provide canteen services by date and time. • Organise and set up the canteen operating environment to ensure it is safe, clean and practical. • Provide an orientation for new volunteers regarding the food preparation and other procedures. • Ensure that the canteen is a fun and enjoyable environment for volunteers and customers. • Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase. • Collection and delivery of food orders to the canteen prior to each event. • Ensure all goods are purchased at the best (not necessarily the cheapest) rates. • Ensure the canteen is open for business from 7am until the completion of riding on event days. • With the Treasurer, count and summarise the takings after the completion of activities at each event. • Monitor stock by completing a stock take at the end of each event and dispose of or replenish products when required. • Organise a large clean out at the beginning and end of each season. • Review and make revision suggestions to the committee regarding this position description to ensure it continues to reflect the requirements of the role.
People Management	The Canteen Coordinator is responsible for welcoming, orienting and assisting volunteers so that they to feel welcome and safe while in the canteen.
Budget Management	Yes
Time Commitment	2-4 hrs per week or as requested
• This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing engagement as a volunteer. • The ordinary working hours for the club can include duty on weekends and evenings. • The successful candidate for this role may be subject to a National Police Criminal History Check prior to appointment.	



EXPERIENCE AND CAPABILITIES	
Qualifications and Experience	It is mandatory that the Canteen Coordinator completes the “I’m Alert” online food safety training provided by Cessnock Council. Canteen Coordinators must have the skills to deal with challenging situations. It is preferable that a successful candidate complete Play by the Rules online training in: • Child Protection, • Harassment and Discrimination and, • Complaint Handling.
Knowledge and Skills	• Strong understanding and working knowledge of the club’s Code of Conduct, Member Protection and Child Safe policies. • Strong communication and interpersonal skills. • Strong tie management, organizational and decision-making abilities. • Honesty, reliability, commitment and a good work ethic • Solid understanding of health and safety and hygiene in a kitchen environment. • Knowledge of the dietary requirements of athletes. • Dedicated club person and good role model that leads by example.

