

# MARCOOLA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Canteen Coordinator

**Reporting To:** Junior Activities Committee  
Fundraising Committee

**This is a paid position the details of which will be negotiated by the Junior Activities Chairperson in conjunction with the Club President and Treasurer**

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### **Purpose of the Position**

The Canteen Coordinator is responsible for the operation of the Club canteen providing food and beverage service for both Club and community members.

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### **Pre-requisites**

To nominate for the position of Canteen Coordinator you must:

- Be a current financial member of the Club;
- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the *Criminal Law (Rehabilitation of Offenders) Act 1986*;
- Not have been a bankrupt; or entered into a deed of arrangement; or made a composition which remains unpaid; in accordance with the *Bankruptcy Act 1966* or corresponding law of another external territory; and
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.
- Be a financial member of the Club for a minimum of 3 years;
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Have a complete understanding of the Codes of Conduct;
- Assist in ensuring the Marcoola Surf Life Saving Club is working towards the mission and vision of the Strategic Plan and implementing the Operational Plan in accordance with the Club's Constitution; By-Laws; and Policies and Procedures Manual;
- Have a strong commitment to the ideals of Surf Lifesaving; and
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills.

### **Objectives of the Canteen Coordinator**

- Ensure the profitability of the canteen;
- Ensure cleanliness of the canteen;
- Ensure safety requirements are implemented for all stock sold in the canteen; and

- Staffing of the canteen will be adequate for the demand of customers.

### **Responsibilities and Duties**

- Identifying and providing advice to the Junior Activities Committee and the Fundraising committee regarding mark-up values for stock sold in the canteen;
- Identifying new trends and demand items for sale;
- Ensuring food safety, including the correct storage of all stock sold in the canteen;
- Ensuring cleanliness of canteen at all times;
- Provide advice and education for all persons serving in the canteen regarding hygiene in service, preparation and use of equipment;
- Overseeing the operation of all members serving in the canteen;
- Conducting a stocktake prior to any event occurring where the canteen will be used without the Canteen Coordinator's attendance;
- Responsible for the preparation, ordering, receiving and selling of canteen stock;
- Balancing the canteen takings after trading with one other Club member;
- Identifying best value/product suppliers for canteen; and
- Provide payment advice for suppliers to the Junior Activity Committee

### **Skills and Experience**

- Ability to provide a high standard of customer service;
- Previous experience of working in the retail, preferably food service industry; and
- Knowledge of equipment used in a canteen environment.

### **Personal qualities**

- Ability to work with others;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

### **Relationships**

<b>With</b>	<b>Purpose</b>
Junior Activities Committee	Provide Strategic input to all functional areas of the club
Fundraising Committee	
Appointed Carnival/Event Canteen Coordinator	

### **Appointed Period**

Annually by the JAC Officer with the prior approval of the Club President.