



Canteen Co-ordinator

Responsibilities

The Canteen Coordinator is responsible for the proper management of the club's canteen on match days and at other events and functions nominated by the Committee.

Duties

- Co-ordinate with 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 and assist during busy periods
- Ensure that the correct food handling and hygiene practices are observed to prevent food spoilage and contamination in line with QLD Government [Food Act 2006](#)
- 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 Treasurer / President
- [Cost the menu](#) understanding how much each item costs, how much you wish to sell them for and what the profit margins are on each item
- Present menu costings to Club Committee for approval
- Ensure there is a selection of Healthy food options on the menu
- Monitor sales to ensure the canteen is not overstocked on certain items
- Be responsible for counting and recording the daily takings 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.

Knowledge and Skills Required

- Can communicate effectively and has good interpersonal skills
- Is well organised and can delegate tasks
- Has knowledge of Health and Safety procedures
- Has knowledge of pricing and ordering food