

Canteen Convenor



South Tweed Community Touch Association Incorporated

Position Description

Position Title: Canteen Convenor

Reports To: Executive Committee

Role Description

A. Primary Purpose of the Role

To manage and run the Canteen at the South Tweed Community Touch Association Incorporated fields during the Friday Night Season and any other carnival/school days on behalf of the Club. Paid position of \$150 pw or \$30 per hour if it is a short Season

B. Role Responsibilities

- Open the canteen for operation by 4pm on a Friday Night
- Order and purchase stock through Coke, PFD, Campbells, Coles and Woolworths
- Stock control – check all use by dates
- Count the float of \$500 at the beginning of the Friday Night with an Executive Member
- Count the canteen takings at the end of the night with an Executive Member – float of \$500 to be returned to the safe AND takings to be sealed in NAB Bank Bag
- Restock all fridges, oil in the fryer, lollies, chips, chocolates and noodles
- Cleaning down the Canteen after closing and mop floors once a week
- Organise volunteers to help in the Canteen
- Adhere to and make sure all food safety handling is done correctly
- All washing up is clean and put away correctly
- Update your position description and any operating manuals, policies and procedures and provide the Secretary with the updated version prior to the Annual General Meeting
- Update the password register when required (new account or password change)
- At the close of business on Grand Final the \$500 float and takings (all monies) are to be counted and given to the Treasurer

Canteen hand over

- On 1 October of each year South Tweed Touch Football take control of the Canteen from South Tweed Junior Rugby League
- Stock canteen with all supplies necessary to run for the Season
- On 31 March of each year, the Canteen will be handed over to South Tweed Junior Rugby League
- All stock must be cleaned out of the Canteen and stored in air tight containers in the Clubhouse for the following Season's use
- Check all use by dates on the stock
- Do an end of year stock take and email this to the Treasurer

Essential Skills and Requirements

- Have a certificate for completion of the Covid Food Safety Course
- Have a certificate for completion of the Food Handling Safety Course
- Be willing to learn and fulfill the primary purpose of the role and responsibilities and be receptive to change
- Act in the best interest of the Club Members at all times
- Dedicated Club person, be an active Club member and attend all Committee Meetings

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Essential Skills and Requirements

- Undertake the role in good faith and honesty, be unbiased and impartial on all issues
- Have good planning and organisational skills and be able to communicate with a wide range of people
- Have a good understanding of sporting competition requirements at local, regional and higher levels
- Effective communicator and able to provide calculated opinion in group discussions at Committee Meetings
- Proficient computer skills
- Be discreet and able to maintain confidentiality on relevant matters
- Hold or willing to apply for a current volunteer Working with Children Check

If at any stage the Canteen Convener becomes aware of a personal conflict of interest, real or perceived between themselves and the Club, they should immediately notify the President of the conflict who will immediately inform all other Committee Members.