**MUDGEERABA REDBACKS JUNIOR RUGBY LEAGUE CLUB (MRJRL)**

**POSITION DESCRIPTION**

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| **CANTEEN COORDINATORS / ASSISTANTS****(Multiple positions available)** |
| **Overview of Position** |
| The Canteen Coordinators are responsible for the management and operation of the canteen during the season. |
| **Responsible To** |
| The Canteen Coordinators are directly responsible to the President and management committee. |
| **Responsibilities and Duties** |
| The duties of the Canteen Coordinators include (note, tasks may be shared between coordinators and assistants):* Ensure all relevant food safety and handling of food standards are maintained in accordance with relevant local and state laws
* Ensure all relevant food safety and handling of food licences are current for the duration of the football season
* Ensure that the correct food hygiene practices are observed to prevent food spoilage and contamination
* Ensure all volunteers are trained in current safe food handling practices
* Review and price all stock items to be sold by approval of the management committee
* Coordinate pick up/delivery of all canteen items
* Ensure the canteen is regularly restocked throughout the season and for events
* Supervise canteen staff as required and assist during busy periods
* Obtain, and account, for any floats that are required from the Treasurer
* 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 Treasurer and / or management committee
* 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.
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| **Knowledge and Skills Required** |
| Ideally the Canteen Coordinators are people who: * Have experience in running a canteen, café or other hospitality premises
* Have experience in front and / or back of house processes and procedures
* Have experience in stocktaking and ordering food and other canteen related materials
* Can work well under pressure
* Have excellent people and customer service skills
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| **Time Commitment Required & Period of Appointment** |
| The estimated time commitment required as Canteen Coordinators are 5-10 hours per week (hours can be shared across a number of coordinators / assistants). Hours will vary and can be more on home rounds and busy periods of the season.The Canteen Coordinators are appointed for a 1 year period. |