# Duty statement—canteen coordinator

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| Main responsibilities | * Overseeing the total operations of the canteen. * Lead by example and help establish team spirit in the canteen by assisting in providing a friendly welcoming work environment. |

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| Additional roles |  |

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| Regular activities | Organizing and co-ordinating the following in the canteen:   * Planning the menu using the Fresh Tastes @ School Canteen Menu Planning Guide. * Managing stock in the canteen aiming to keep minimum stock in the canteen whilst having sufficient stock to use or sell. * Managing hygiene and food safety in the canteen by providing volunteers with the knowledge of correct food handling practices. * Providing guidelines to volunteers (see procedures) so that food can be prepared and served in a consistent manner each day. * Maintaining well functioning equipment, replacing equipment as required and submitting request for additional or replacement equipment from the W.E.P.S. P&C as required. * Maintaining close communications with the treasurer to ensure that the canteen operates at a profit. * Liaising with the School Principal to ensure the canteen supports the curriculum and other school activities. * Using the school newsletter as a regular means of communication to the school community |

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| Annual activities | * Present canteen policy for review to the P&C * handing over all financial records to the incoming Treasurer |

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| Contact for advice | Prior canteen co-ordinator |

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| Back-up if unavailable | Other member of canteen committee |