# 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 |