



Harlies Hockey Club Inc operate the Breckler Park canteen on Saturday mornings throughout the WA Hockey Season - 1st April to 30th September.

TITLE: **Canteen Coordinator – Saturday morning**

HOURS FOR THIS POSITION : **4 hours** Saturday mornings – when there a game at ground (approx 9 weeks).
(8:30am to 12:30pm, times vary, depends on game scheduled by Hockey WA)

WAGES: Canteen Coordinator, Casual, Level 3 Saturday **\$29.16 per hour**
- in accordance with Fast Food Industry Award 2010

As a paid employee of Harlies Hockey Club Inc, the Canteen Coordinator is answerable to the Harlies Hockey Club Management Committee and the employer’s representative is the Grounds and Facilities Officer.

POSITION DESCRIPTION

Purpose of the position

The Canteen Coordinator is responsible for the profitable management and operation of the club canteen. The Canteen Coordinator will support the development of strong relationships within the clubs community in particular with the players, parents, volunteers, and raterpayers.

Policy

The Harlies Hockey Club Inc canteen aims and objectives are to; provide nutritious, hygienically prepared and healthy food at an affordable and reasonable price. Menu options should always encourage healthy eating habits in our children.

Reports

The Canteen Coordinator is to submit a written report each month to the Grounds and Facilities Officer who will report to the Harlies Hockey Club Inc Management Committee.

Authority

The Canteen Coordinator has responsibility for authorising purchases/ordering necessary products and produce to deliver a healthy and child friendly menu.

The Canteen Coordinator has responsibility for the management of the Canteen and direction of Canteen volunteers.



Key Responsibilities

The canteen coordinator is responsible for the management of the day-to-day operations of the club's Saturday morning canteen. This includes the following responsibilities:

- Planning, organising, and monitoring the day to day operations of the canteen, including the management of voluntary workers, opening and closing the canteen and the preparation and cooking for service;
- Providing leadership to canteen volunteers to ensure the delivery of an affordable food service to the club community;
- With the Grounds and Facilities Officer assist with purchasing and checking all supplies against receipt dockets.
- Processing payments of purchases through the Harlies Hockey Club Inc eftpos system (square).
- Use food preparation and food handling skills to minimise waste.
- Induction and training volunteers in the food preparation and other procedures to deliver an affordable food service to the club community;
- Ensuring that food products prices are monitored and value for money considered;
- Ensure that stock is kept at appropriate levels and a stock take is undertaken at the end of each month;
- Ensuring all canteen volunteers are familiar with correct food handling and hygiene practices in line with relevant legislation;
- Ensuring the health, safety and welfare of others in the canteen and advise Grounds and Facilities Officer immediately of any issues;
- 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;
- Ensuring that the cleaning incidental to the main function of the canteen is carried out daily (e.g. wiping down benches, cleaning of all equipment and fixtures) in accordance to the cleaning procedures set out in the food safety plan;
- Ensuring that players, parents and volunteers are treated with respect and dignity and should any issues arise, these will be immediately reported to the Grounds and Facilities Officer.