

Position Description –CANTEEN (primarily downstairs lolly canteen) AND BAR COORDINATOR

Status	Holds a position on the Volunteer / Fundraising sub-committee
Key Objective	<i>To ensure Bellbowrie Hockey Club's canteen and bar duty responsibilities at IHA are fulfilled.</i>
Responsibilities	<ul style="list-style-type: none"> • Responsible for planning organising and monitoring the filling of BHC's canteen and bar duty roster with BHC volunteers and maintaining a record (spreadsheet) of hours worked by BHC members. • Roster BHC members to work the bar, upstairs and downstairs canteens on BHC rostered days; • Ensure BHC always covers the Bar duty on our allocated days. Bar duty entails: <ul style="list-style-type: none"> ○ Saturdays: downstairs lolly canteen 9am-1pm (must be over 13 years old to work) and then the upstairs bar 1pm-9pm (must be over 16yrs to work) ○ Sundays: upstairs bar from 9:30am -8:30pm (must be over 16years old to work). • Ensure BHC does it's utmost to fill the Upstairs Canteen on our allotted duty. Upstairs Canteen duty entails: <ul style="list-style-type: none"> ○ Saturdays: 9am – 8:30pm. Three people over the age of 13 must be present. The Canteen Convenor (IHA) will instruct workers on what they need to do ○ Sunday 9:30am – 8:30pm. Three people over the age of 13 must be present. The Canteen Convenor (IHA) will instruct workers on what they need to do ○ If BHC cannot find workers to fill these hours we must notify the IHA Vice President Clubhouse by no later than Wednesday morning of the week before our allocated duty and they'll organise to fill the rest of the spots in return for payment from BHC. The IHA Vice President Clubhouse will let us know how much money we need to bring on the morning of our duty in order to pay IHA so they can pay other workers to cover our duty • Ensure workers are aware of any IHA Workplace Health and Safety policies and procedures (contact IHA Vice President Clubhouse for information) <p>For work in the upstairs Food Canteen:</p> <ul style="list-style-type: none"> • Organise workers to fill the hours outlined above. • Obtain appropriate \$\$ amount from BHC treasurer and: <ul style="list-style-type: none"> ○ pay BHC workers on the day of our duty (or at their next training session / match); and ○ pay the IHA Clubhouse Manager on the morning of our duty for any hours BHC has not been able to fill (2011 rate is \$10/hr). • Ensure workers have knowledge of food handling and hygiene practices to prevent food spoilage, contamination and subsequent food poisoning.

	<ul style="list-style-type: none"> • Where BHC is running the canteen alone (ie no IHA Convenor/Cook) ensure a senior member is present to oversee activities of junior workers throughout BHC’s rostered period; • ensure workers are aware that they’re to notify IHA Vice President Clubhouse when stocks run low • ensure workers are aware that they’re to wipe down food preparation benches regularly, wash and dry utensils etc to ensure hygienic conditions throughout the rostered period. • For work in the downstairs Lolly Canteen and the upstairs Bar: <ul style="list-style-type: none"> ○ Ensure BHC club members fully cover this duty ○ Obtain appropriate \$\$ amount from BHC treasurer to pay BHC workers \$10/hr on the day of our duty (or ensure payment is distributed during the following week at training) ○ Monitoring activities on the day & ensuring workers get adequate break time ○ be on-hand to help during busy periods or if rostered workers cancel at late notice (or arrange for a responsible person to be on-hand where you cannot) ○ ensure workers know how to utilise cash registers and handle money appropriately ○ ensure workers are aware that they’re to notify IHA Vice President Clubhouse when stocks run low • In all cases – ensure the hours that volunteer workers complete, and all monies paid, is recorded transparently: <ul style="list-style-type: none"> ○ All hours worked by volunteers must be accurately recorded so that BHC’s Volunteer Hours Auditor (and Treasurer) can check against claimed hours listed on BHCs 2011 Individual Volunteer / Fundraising Record sheets when they are returned by players. ○ All monies paid to workers must be transparently recorded and accountable so that BHCs treasurer can incorporate the record of cashflow in Monthly reports to the BHC management committee. This information forms part of BHC’s Annual Financial Statement (a legal obligation under the Associations Incorporation Act 1981) • IHA Canteen Hours 2011 <table border="1" data-bbox="529 1512 1412 1684"> <thead> <tr> <th>Day</th> <th>Canteen (Upstairs)</th> <th>Lolly Canteen (Downstairs)</th> <th>Bar</th> </tr> </thead> <tbody> <tr> <td>Saturday</td> <td>9am-8:30pm</td> <td>9-1pm</td> <td>1-9pm</td> </tr> <tr> <td>Sunday</td> <td>9:30am-8:30pm</td> <td>CLOSED</td> <td>9:30am-8:30pm</td> </tr> </tbody> </table> 	Day	Canteen (Upstairs)	Lolly Canteen (Downstairs)	Bar	Saturday	9am-8:30pm	9-1pm	1-9pm	Sunday	9:30am-8:30pm	CLOSED	9:30am-8:30pm
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<p>Key Skills / Experience</p>	<ul style="list-style-type: none"> • Must be 18yrs of over • Proactive communicator and willing to chase people up (phone, face to face, email etc) • Knowledge of food safety / food handling and hygiene practices • Be available for significant periods of time throughout BHC rostered duty (or organise another BHC volunteer to be the key contact during this time) 												
<p>Accountability</p>	<ul style="list-style-type: none"> • BHC Management committee 												

Relationships	<ul style="list-style-type: none"> • BHC Secretary, Junior and Senior Coordinators, Team managers and players • IHA Clubhouse Manager • General public 				
Relevant Policies & Procedures	<ul style="list-style-type: none"> • Be aware of the content of, and abide by, these policies / Procedures <table border="1"> <tr> <td><i>IHA Workplace Health and Safety</i></td> <td>Working with Children (Blue Card)</td> </tr> <tr> <td>Responsible Service of Alcohol</td> <td>Food safety and hygiene</td> </tr> </table>	<i>IHA Workplace Health and Safety</i>	Working with Children (Blue Card)	Responsible Service of Alcohol	Food safety and hygiene
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Terms	<ul style="list-style-type: none"> • Must be available for one season (March – beginning September) • Reduced playing fee, in accordance with the approved Volunteer Discount Schedule, Free Officials shirt (or item as approved for the current year's volunteer workforce) 				
Resources	<ul style="list-style-type: none"> • Out of pocket administration and phone expenses, as approved by the committee at season commencement • Payment of current hourly rate for hours worked in the canteen/bar • Advice from previous canteen coordinator 				
Training	<ul style="list-style-type: none"> • Induction from previous canteen coordinator • IHA Vice President Clubhouse briefing 				
Tips	<ul style="list-style-type: none"> • Review IHA Canteen Roster regularly and plan well in advance for BHC's next canteen / bar duty days • Have a list of BHC workers who are willing to work in the Upstairs Canteen regularly throughout the season • Communicate with BHC secretary, team managers and players to ensure rosters are filled • Act promptly on communicating needs / issues to the management committee 				

2011 IHA Vice President Clubhouse - Bruce McManus

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Tasks

In addition to the general communication and administration responsibilities outlined above the following key tasks are required at various times of the year (guide only).

Month	Key Tasks
Dec	
Jan	
Feb	<ul style="list-style-type: none"> Assist with recruitment of canteen coordinator for the coming season (if you aren't keen to continue)
March	<ul style="list-style-type: none"> Perform handover to incoming Canteen Coordinator (including on-the-job training prior to and during BHC's first roster duty) Perform duties as outlined in "responsibilities" section of this position description
April	<ul style="list-style-type: none"> Perform duties as outlined in "responsibilities" section of this position description
May	<ul style="list-style-type: none"> Perform duties as outlined in "responsibilities" section of this position description
Jun	<ul style="list-style-type: none"> Perform duties as outlined in "responsibilities" section of this position description
Jul	<ul style="list-style-type: none"> Perform duties as outlined in "responsibilities" section of this position description
Aug	<ul style="list-style-type: none"> Perform duties as outlined in "responsibilities" section of this position description Provide feedback to BHC management committee - review how we went & identify what needs changing with the Canteen Coordinator role during the coming year. Assist with identifying canteen coordinator for the coming season
Sep	<ul style="list-style-type: none"> Revise/ Update Canteen Coordinator position description based on the year's experience
Oct	
Nov	

SIGN OFF

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of the organisation that elected me to this position.

I hereby agree to attend meetings and the organisation functions required of my position.

I **accept** that if I am unable to complete my responsibilities in accordance with the determined expectations, that I **will vacate** the position immediately; and/or acknowledge the organisation will have the right to declare the position vacant

Position Holder

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____

Witnessed by

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____