

Scarboro Surf Lifesaving Club

Job Description – Canteen Coordinator



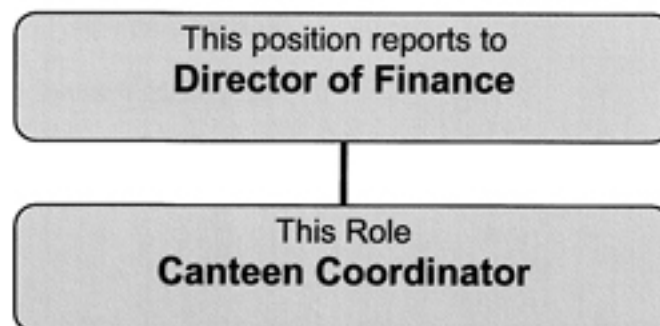
1. Position

Canteen Coordinator

2. Position Purpose

Responsible for the management of the Club canteen

3. Key Relationships



4. Approved by

Director of Administration

Name: Nick Stewart

Date: 28 June 2013

Club President

Name: Elise Irwin

Dated: 28 June 2013

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5. Major Responsibilities

Ensure compliance with all relevant health department requirements

Responsible for the purchasing and maintaining canteen stock

Liaising with suppliers and canteen staff as required

6. Primary Accountability

Performance Measures

Budget

Canteen takings calculated and lodged as per Club requirements

Meetings

Attend Club meetings as required

Stock Control

Maintain required stock levels

7. Required Competencies

- Ability to organise and delegate tasks
- Understanding of budget compliance
- Communicate effectively and possess good interpersonal skills
- Maintain confidentiality on relevant matters