

Job Title: Canteen Committee

Reports To: Executive Committee

Special Skills Required:

- Well organized
- Energetic
- Enthusiastic
- Responsible and Trustworthy
- Good understanding of food handling procedures

Duties:

- Ensure the canteen operates in a safe and hygienic environment and meets council/health dept requirements
- Arrange orders, receipts, storage and display of stock
- Ensure cash float is sufficient to commence the operations of the canteen at the start of each day's operation
- Provide treasurer with the days takings and provide a summary of such takings including all receipts etc for any cash outlays
- Provide the treasurer with any invoices which need to be paid in a timely manner
- Complete an appropriate food handling course
- Ensure all canteen helpers abide by food handling requirements and laws