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**Illawarra Junior Baseball League Inc.**

Standard of Procedure for Canteen

**Position Title:** Canteen Supervisor

**Position Summary**

The canteen co-ordinator is responsible for ensuring a profitable and well organised canteen

The canteen is our major source of ongoing funding for the League and it is vital that this is managed well to ensure the best possible use of this fundraising opportunity.

The primary purpose of the canteen is not only to make available drinks etc but to relieve clubs of the financial burden related to Wollongong Council ground fees which on average for our season amounts to around $3,800.00. The canteen takings usually cover this cost.

Additionally, the League bears a responsibility to protect the safety and good health of our

patrons by ensuring the highest standards of hygiene are maintained within the Canteen.

**Responsibilities:**

1. **Opening**:
2. Canteen opens at 7.30 – 8 am
3. All food needs to organized and warm prior to opening
4. BBQ needs to be started and cooking (run BBQ Bacon& Eggs only till 10:30am then change to sausages)
5. Drinks should be filled up
6. Lollies displayed on counter and stocked up
7. Float needs to put out in the till
8. Check the toilets and make sure there is toilet paper and soap
9. **Managing the canteen**:
10. You need to be available for the canteen operations at all times.
11. You need to oversee / coordinate and manage the teams (volunteers) for canteen duty. You will need to provide a book so the volunteers can sign in, so we know who is doing canteen duty. You need 2-3 volunteers at one time. 1 person for BBQ and 2 people inside the canteen. Only adults (person **over the age of 18** can work in the canteen, no children allowed)
12. You need to oversee the that the food is ready and available and stock up as the day goes bye.
13. You need to monitor and control the cash flow over the day and at the end of the day assist in the counting of the money.
14. You need to forward the banking cash and receipts to the treasurer (the treasurer will collect the money and the end of the day).
15. You need to take charge of any issue’s that may arise on the day, to do with canteen, (running out of toilet paper, chasing up volunteers etc.)
16. Reports any issues that may have arise from the canteen to a executive member as soon as possible.
17. You must maintain the safety and health of volunteers and patrons.
18. It is better to designate jobs to others than get tied down yourself, that’s why we have club duty, to make your job easier
19. You will be given a set of keys, to not only the canteen but the Junior lock up and gates to get in and out and toilets. It is your responsibility to ensure the facility is locked up (canteen, store rooms, toilets and gates) plus to make sure all cars have vacated the area inside the last boom gate before leaving and locking the gate. The security of the facility relies on this heavily.