

Position Title: Canteen Coordinator

Date: Feb 2017

1. Summary

The Canteen Coordinator is responsible for the coordination (logistical and financial) and operation of JSSG Canteens at various sports carnivals throughout the year, including the Junior School Cross Country and Athletics Days.

2. JSSG Mandate

The Canteen Coordinator has an over-arching obligation to ensure the JSSG's aims are adhered to during their term. The aims of the JSSG are:

Our aim is to enrich the educational and extra-curricular experiences of the children of St Paul's Junior School. We do this by:

- *Fostering School community spirit by promoting communication between parents, the School and students*
- *Supporting the management and staff of St Paul's*
- *Encouraging relationships with other supporter groups and communicating the needs of the Junior School accordingly*
- *Cooperating with the St Paul's School Association on matters relating to the St Paul's Junior School*
- *Conducting a wide range of appropriate supporting activities*
- *Directing any funds raised from the above activities back to St Paul's Junior School*

3. Essential Duties and Responsibilities

Essential duties and responsibilities include the following. Other duties may be required.

1. Work collaboratively with all members of the JSSG to ensure matters are addressed without delay.
2. Act as financial coordinator and apply to Treasurer for an advance as required for stock payments.
3. Maintain all financial records (including invoices and receipts) and make prompt payment to suppliers for stock, and reimburse out of pocket costs to volunteers.
4. Complete and provide Event Financial Summary Form to treasurer, together with any funds (cash) raised by the event.
5. Coordinate purchase of all stock for canteen / barbecue.
6. Call, via JS Receptionist, for volunteers to assist with baking, preparation and serving on the day of the event.

7. Prepare roster of volunteers, including BBQ volunteers.
8. Ensure volunteers complete the St Paul's School Volunteer Details Form and provide completed forms to the JSSG General Secretary as soon as possible..
9. Complete FSUR Form if required.
10. Liaise with Tuckshop Convenor for key to access canteen.
11. Liaise with Head of Sport in relation to food requirements for staff, meal breaks for children, and number of competitors.
12. Advertise availability of canteen to Junior School families (via JS Receptionist) and requirement to pre-order through Flexischools (if applicable).
13. Coordinate Flexischools ordering, if required.

4. **Memberships**

Office Bearer must complete and submit a St Paul's School Volunteer Details Form and be a member of the SPS Supporters' Association and Junior School Supporters' Group (JSSG). Membership of the **Association** ensures the Office Bearer is covered by the relevant insurance policies taken out by the Association for volunteers.