

## WPC CRICKET TASK SHEET

<b>POSITION:</b>	<b>CANTEEN/SOCIAL ORGANISER</b>
<b>Task Objective:</b>	To manage the canteen at Wolston Park and/or Greenfields and coordinate club social activities
<b>Support Person:</b>	Treasurer
<b>Work Times:</b>	Variable – as required to support club activities
<b>Expected Period of Role</b>	Current season
<b>Blue Card Required</b>	No
<b>Reward</b>	\$150

CANTEEN/SOCIAL ORGANISER TASKS	WHEN
Purchase stocks of drinks and food.	As required
Stock fridges.	As required
Serve customers - Handle cash and provide change (in a friendly manner).	Always
Assist in preparing food for sale as required.	When required
Keep canteen, food preparation and servicing area clean.	Always
Coordinate major club social activities e.g. start of season BBQs, Trivia or other fundraiser activity and club Presentation events.	Always
Ensure cash is passed to the Treasurer by the day after any significant event e.g. Trivia Night/Presentation and at other times on a weekly basis.	Always
Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club.	Pre-season to season end
Attend the Annual General Meeting of the club.	November
Attend End of Season Club Presentation Event.	March

### KEY RISKS

**Implement the food handling health regulations** always - See "A pocket book guide to assist charities and community organisations with food safety management" <http://www.health.qld.gov.au/ph/documents/ehu/21885.pdf> A copy of this book is available in each Canteen. Do not handle money and food. Do not use hands to handle food even if the hand is not gloved and wash hands regularly.

**Food safety-** Follow the regulations for the storage of food. Make sure the fridge is cold, the hot items are hot, and food is covered and sealed appropriately.

**Cash Management-** Ensure cash is safe, be vigilant with giving change, pass money to Treasurer in the required timeframe.

**Personnel safety-** Be aware when handling and working around hot equipment and hot food, keep servicing and preparation access areas clear.