



**Beaudesert Tennis Association**  
**Committee Member Role Discription**

# Canteen Convener

The proper management of the club's canteen on match days, and at other events & functions nominated by the committee.

## Responsibilities

- Assist with the preparation of an annual canteen budget/forecast for inclusion within the clubs strategic plan and consideration by the committee
- Establish canteen operating hours and prepare a volunteer canteen roster
- Order all food & drink items considered necessary to stock the canteen
- Arrange pick-up/delivery of all items
- Keep stocktake of all items
- Supervise & assist canteen volunteers during busy periods
- Obtain and account for any floats that are required from the Treasurer
- Maintain appropriate records as required by the Treasurer and/or Committee
- Ensure that the canteen and its contents are secure at all times
- Keep committee informed of all relevant matters
- Attend & supply a report at each monthly meeting
- Ensure canteen is kept in a hygienic manner, following safe food handling practices (a course in safe food handling is suggested)



# Beaudesert Tennis Association

## Committee Member Role Discription

### Relationships

- Report to Committee
- Liaise with Treasurer to maintain an accurate record of the performance and financial position of the canteen

### Accountability

- The Canteen convenor/supervisor is accountable to the Executive Committee

### End of year hand over

#### Updating key documents

At the end of each year a key activity of the Canteen Convenor will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

#### Induction of the incoming Canteen convenor

An important responsibility of outgoing Canteen convenor is to train, mentor and support the incoming Canteen convenor.

*The estimated time commitment required as the Canteen convenor is up to **XX** hours per week.*