**Ourimbah United Football Club**

**Position Description and Agreement**

**Canteen Assistant**

**Scope of role**

The Canteen Assistant role has been created to ensure that there is a core resource for undertaking the operations of the OUFC canteen. The duties and responsibilities of the role are outlined below. The terms of this agreement only apply for the duration of the 2016 season.

**Appointment/Reporting**

The role of Canteen Assistant is not a permanent position and is appointed by the OUFC Canteen Manager (an OUFC Committee position) where the Canteen Manager deems such a role necessary to operate the OUFC canteen. The performance of the Canteen Assistant in relation to fulfilling the specified responsibilities and outcomes will be reviewed by the Canteen Manager and the Committee on an ongoing basis.

**Principal Duties**

The principal duties the Canteen Assistant are:

1. Dealing directly with customers.
2. Cash handling.
3. Supervision of other resources that are rostered for duty by the Canteen Manager.
4. Observe all OHS and food preparation requirements as set by the Canteen Manager
5. Explain operations of equipment to rostered resources.
6. Maintain cleanliness of canteen facilities including refrigerators, utensils, coffee machine, etc

**Remuneration**

To compensate the Canteen Assistant for the time required to undertake the role, an allocation for remuneration will be allowed in the annual OUFC canteen budget approved by the Committee.

Remuneration arrangements agreed for the duration of this agreement are as follows:

* An amount of $XX per hour will be payable for weekend duties.
* Hours of work and duties undertaken must be recorded in a log.
* Remuneration will be paid by the OUFC Treasurer on a weekly basis.

**Position Conditions**

This is an agreement covering the 2016 football season only. The performance expectations of the Canteen Assistant are as follows:

* Maintain high standards of personal presentation and relationships with customers.
* Positive feedback from OUFC club members and visitors.
* Reliability of attendance and punctuality.
* Cleanliness and tidiness of canteen, fridges, utensils progressively throughout each day
* Maintain working with children check in accordance with NSW legislation
* Ensure that the use of volunteers is minimised during slow periods

The Committee can, at any stage, elect to terminate this agreement in the case of misconduct or substandard performance of key duties and in such circumstance is not obligated to pay any outstanding or future remuneration.

**Agreement**

Canteen Assistant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Signature Date

Committee Representative

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name Signature Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Position