

Position Outline: Canteen Supervisor

Kalamunda Rangers run a basic short-order canteen menu - menus can be amended on a week-by-week basis, subject to demand or supervisor preferences.

We have a Canteen Manager who will organise supplies to be available, according to fixtures, and runs the canteen two days per week but is unable to cover all shifts required by our fixtures. Our current need is for someone to supervise the operations of the canteen on days our Manager is unavailable.

The current season events, including fixtures is available [here](#) (some fixtures still to be released)

Hours

1. Teeball - Saturday mornings (16 October 2021 through until 16 March 2021, with some amendments for holidays, general byes, double-headers, Christmas twilight game. The general dates for these events have already been updated in the above calendar link)
 - a. Games commence 8:30am, players arrive from 8am and the canteen should be operational, at least for some basic supplies. Generally games conclude about 11:00am although be prepared for a post-game rush for about 30 minutes (especially hot chips) after each timeslot (9:30am and 11am). Double-header weeks usually conclude about 11:45am (plus the after-game rush), and there are two interdistrict trials on
 - b. Volunteers: Two helpers are provided each for each of two shifts (8.45am-10am and 10am-11.30am) to supervise the front counter take orders/process payments/coldstuffs. All volunteers must be over the age of 15 and have been asked to be available to cover the busy periods (immediately after games, i.e., no leaving early). [If it's quiet during games, you may want to let them know they can watch their kids play from outside but if things start to get busy to come back in to serve.]
2. Junior Baseball - Saturday afternoons (similar dates to above), JL commence at 12noon for two hours (players tend to arrive one hour prior to game), JL games commence from 2:30 for two hours, fixtures still pending)
 - a. No volunteers are provided. There is generally only one game playing at any one time.
 - b. You will need to re-organise the canteen layout to accommodate a different servery window (teeball on one oval, baseball on another)
3. Little League Baseball
 - a. Games are played on a Monday night (similar dates to above), with games commencing anywhere between 5pm and 5:30pm (light permitting), games last 90 min and players arrive up to one hour prior to game time and the canteen should be operational, at least for some basic supplies (e.g., drinks)
 - b. Subject to the number of teams playing at our home grounds, one volunteer is provided.



Teeball – Baseball – Softball

**Where the Whole
Family can Play**

- c. For the last three years, we have also hosted the grand final where all teams play at one ground (up to 10 teams), with meals afterward (format and menu still to be determined - additional help will be provided)
4. Senior Baseball

Duties

1. Prepare for opening
 - a. Turn on equipment
 - i. Fryer
 - ii. Pie warmer
 - iii. Griddle
 - iv. Coffee machine
 - b. Set up register, including float (recommend you count as it goes in).
 - c. Prepare vegetables and prepare/parcook other foodstuffs as required. Food should be prepared with consideration to of maximal use/minimal waste
2. Instruct and supervise volunteers (two shifts are provided during Teeball games)
 - a. Use of register
 - b. Use of EFT machine
 - c. Pricing
 - d. Ordering processes (self-serve drinks, lollies, icecreams, hot food orders to you)
 - e. Restocking (lolly bags, fridges, as needed).
 - f. Cleaning as required.
3. Short-order hot food preparation as required. Our usual menu items include the below, but these can be changed, as required.
 - a. Chips (+++++)
 - b. Hotdogs
 - c. Toasted sandwiches (H/C/T)
 - d. Bacon & Egg burgers
 - e. Burgers
 - f. Sandwiches
 - g. Coffee/tea/chocolate (espresso machine)
4. Clean and Close
 - a. Turn off appliances
 - i. Fryer
 - ii. Pie warmer
 - iii. Coffee machine
 - b. Turn off and thoroughly clean/store
 - i. Griddle
 - ii. Coffee machine
 - iii. Dishes (pots/pans, fryer baskets, etc)
 - iv. Fryer (remove excess oil)
 - v. Sweep/mop floor.
 - c. Store food appropriately and empty rubbish into bin store.
 - d. Reconcile register with cash and EFT transactions, document and return takings to Treasurer by agreed processes.
 - e. Liaise with Canteen Manager regarding supply requirements as needed.

Qualifications:

Completion of the [FoodSafe Food Handling](#) (required) and [Canteen and Food Service Staff online training](#) (preferred) within the last two years.

Remuneration

As a thank-you, Kalamunda Rangers offer an honorarium, paid at completion of the season.