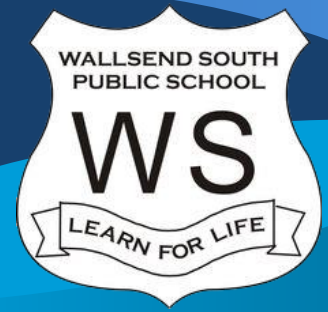


Wallsend South Public School P&C



Canteen Assistant

The Canteen Assistant is elected at the P&C Association's Annual General Meeting (AGM).

GENERAL DUTIES

The Canteen Assistant is responsible for providing support to the Vice President in his or her role as Convenor of the Canteen, and shall fill in for the Vice President in his or her absence, including:

- Chair Canteen Sub-Committee meetings or parts of meetings under the direction of the Vice President;
- Chair Canteen Sub-Committee meetings in the absence of the Vice President; Represent the Vice President if the Vice President is not available;
- Consistent adherence to the Canteen Sub-Committee Rules.

SPECIFIC DUTIES

Under the direction of the Vice President, the Canteen Assistant may be responsible for tasks including, but not limited to:

- Attending Canteen Sub-Committee meetings;
- Liaising with paid staff and volunteers on matters relating to the Canteen;
- Supporting volunteers and ensuring all new volunteers are made to feel welcome;
- Attending special days in the Canteen to assist paid employee(s) and volunteers with extra workload;

- Ongoing review of the Canteen Sub-Committee Rules and other procedures to ensure they remain relevant and consistent with best practice.

The Canteen Assistant will not be responsible for banking, payment of accounts/wages, or processing stock orders.

Document Created by Kellie Cathcart 18th February 2022

Document to be reviewed in February 2023