

SAUSAGE SIZZLE COORDINATOR (Paid Casual Role)

POSITION DESCRIPTION

Purpose:

Managing the sausage sizzle for all Club Sundays and events the club hosts, including carnivals and sponsored beach events.

Role and Authority:

The position lies within the Development portfolio

- Reporting to the GM Development
- Liaising with the GM Development, GM Facilities, Manager Nippers, Nippers Parent Liaisons and office staff
- Ensuring efficient and cost-effective organisation of the Club Sausage Sizzle appealing to a broad range of members

The position has the authority to purchase supplies as required for the Sausage Sizzle from approved suppliers

Qualifications and Experience:

- Good administration and people management skills desirable
- Completion of an online food safety course prior to commencing

Responsibilities:

Sausage Sizzle Sundays

- Make sure the BBQ is in working order and has sufficient gas for the Sunday
- Make sure the tablecloth and tent from ES2 (Sponsor) is clean and in order
- Order all supplies for the Sausage Sizzle from preferred suppliers & Cash and Carry as required - this includes Sausages, Rolls, Sauces, napkins, cooking supplies etc.
- Order Onions from Club Sponsor Fresh Frontier - a long term order can be placed at the start of the season, but communication if plans change is imperative
- Manage the roster of volunteer parents to help with the sausage sizzle on Sunday (work through Nippers Manager and Parent Liaisons to arrange this).
- Use doodle link, or preferred rostering system to confirm parents for the shifts
- Set up the Sausage Sizzle station - with the help of the rostered parents
- Arrange the cash float / credit card machine from the office
- Working hours 08.00 - 12.00 on Club Sundays - specific attention to the club calendar - as some Sundays will have carnivals on, so will be less busy.
- Sell the sausages
- Work out if extra options can be added in, such as Hamburgers, drinks and other items that could be sold to make extra revenue for the club
- Once all sausages are sold, clean up and pack away
- All items to be cleaned and reused as far as possible.
- Clearly labelled items can be sorted in the storeroom next to the bar.
- Liaise with Communications Manager about advertising
- At all times remember that any extra cash made from the sausage sizzle goes back into funding beach life saving activities.

Period of Appointment & Time Commitment

- The Sausage Sizzle runs every Sunday during the club season (End of October - End of March - exact dates to be confirmed)
- 08.00am - 12.00pm on Sundays
- Other times may be required if there are club events and a sausage sizzle is required.
- Some organisational time mid-week to order supplies and coordinate roster