**Purpose of the position:**

To coordinate, organise and manage the allocated Bunnings BBQ during the year at Evesham Rd Kindergarten. This will ensure additional funds are available for Maintenance and other additional requirements.

**Commitment:**

* Be familiar with the Evesham Road Kindergarten Constitution and Philosophy
* To complete all Legal and mandatory documents including but not limited to, WWC, PA02
* Adhere to and sign a Code of Conduct.
* Adhere to and sign a Child Safety Code of Conduct and attend any training required.
* To prepare comprehensive process notes to hand over to the next Committee regarding any current

and relevant information

* Act in the best financial interest of Evesham Road Kindergarten

**Skills:**

* Excellent organisational skills
* Ability to work well in a team
* Excellent communication skills
* Enthusiasm

**Key Tasks:**

* Apply for and organise required paperwork (Statement of Trade/Temporary Food Premises Permit and current Liability Certificate)
* Notify families via brochure of the date of the BBQ
* Publish a roster for families to volunteer their assistance for the BBQ
* Ensure adequate staffing of the roster with volunteers
* Contact volunteers prior to the BBQ with relevant information for duties on the day
* Organize the purchase of food and drink supplies for the BBQ
* Contact the Treasurer or Assistant Treasurer regarding cash float and profits
* Assist with the Bunnings BBQ on the day – including set up and pack up.
* Order and maintain sufficient supplies for the BBQ on the day and to assist with any further on-the-day purchases if required
* Apply for a Bunnings BBQ for the following year, after completion of the BBQ
* Ensure relevant information, documents, receipts, and advice in the folder with recommendations for the following year
* Source additional days or locations to hold events (Mentone and Moorabbin)
* Be aware of the assistance the Fundraising co-ordinator and Fundraising Subcommittee can offer.