22 March 2013

Saturday Morning BBQ Coordinator Job & Person Specification

A Saturday Morning BBQ is conducted at Paradise Primary School during the Term 2 & 3 Eastern Zone Primary Schools Soccer Association season. In 2013 the season begins on Saturday 4th May and concludes on Saturday 31st August.

The Paradise Primary School Governing Council has approved a total sum of $1200.00 (one thousand two hundred dollars) for a person to manage the Saturday Morning BBQ at Paradise Primary School. This will be paid in fortnightly instalments of $160.00 (one hundred and sixty dollars).

Job Specification
- Organise roster in conjunction with Fundraising Committee and Principal
- Early each week - stocktake
- Delegate tasks/purchasing
  - Sausages
  - Veggie Patties
  - Onions
  - Bacon
  - Eggs
  - Drinks (cans, water, fruit boxes)
  - Bread
  - Sauce
  - Serviettes
  - Gas
  - and any other required goods.
- Fridays
  - Ensure all stock is in place
  - Ensure drinks are in fridges
  - Ensure contact person for Saturday morning has float and keys
- Saturdays
  - It will be necessary on some Saturdays to open and close/lockup depending on which group is operating the BBQ

Person Specification
The person/s will have a demonstrated history of
- Honesty
- Integrity
- Being well organised
- Able to meet deadlines
- Working collaboratively as part of a team
**Essential requirements**
- Successfully passed a Criminal History Screening check
- Attended a DECD Volunteer’s Induction session (can be done at Paradise Primary School)

**Desirable requirements**
- Previous experience with organising an event of same or similar nature

If you wish to be considered for this position please submit a maximum of one A4 page expression of interest along with the names and contact details of two referees to:

Chris Warnest  
Principal  
Paradise Primary School  
100 George St  
Paradise SA 5075  
chris.warnest737@schools.sa.edu.au

by 5pm Tuesday 2\textsuperscript{nd} April 2013.