Amenities Manager

Overall

The amenities manager ensures there are sufficient supplies at the Shed for the convenience and comfort of members. This includes kitchen supplies (milk, tea etc.) and bathroom supplies. This role will ideally suit a member who regularly attends a variety of Shed activities.

Specifically

- Check supplies on a weekly basis
- Purchase items, as required, and provide receipts to the Treasurer
- Use a CWS petty cash debit card, with capped funds, for the purchase of supplies
- Clean out the fridge regularly and dispose of out-of-date items
- Notify the Management Committee of issues with the Shed equipment or building that need attention

Qualities and skills

- Awareness of safe food handling
- Reliability and ability to work autonomously

Communication channel

Operates on their own initiative but supported by and reports to the Management Committee

Anticipated workload

Regular weekly, estimate minimum of 1 hour per week

Coolum Women's Shed contact: President, Vice President, Treasurer, Secretary
Management Committee: coolumwomensshed@gmail.com