

Snack Bar Coordinator:

Act as chairperson for snack bar team. Duties include:

- develop snack bar operating budget and turn over to board for review and approval
- take inventory of snack bar weekly and communicate with designated volunteer shopper to purchase supplies according to what is needed
- create opening/closing/shopping schedule for volunteers
- create Opening/ Closing checklist for workers and post in snack bar
- count and record/verify snack bar funds at the beginning and end of each day with the treasurer or one other executive board member
- deposit all snack bar funds with treasurer or designated Executive Board member
- account for and turn over all purchase receipts
- maintain snack bar standards within the health code
- work with Volunteer Coordinator to determine weekly volunteer needs and record volunteer hours worked
- Coordinate and monitor cleaning and maintenance of snack bar as needed

In addition, Snack Bar Coordinator will assist/support all league events as part of the CGS Board of Volunteers, attend regularly scheduled board meetings, and vote as necessary in all CGS board elections.