



Reynella Scout Group

Scout Hall: Market Street, Old Reynella, SA 5161

Post: PO BOX 11, Old Reynella, SA 5161

Email: reynella@sa.scouts.com.au

ORDER TAKER

ORDER TAKER Lead: The role of the ORDER TAKER volunteer is to take orders and payments for orders, retrieves drinks and maintains the cleanliness and hygiene of the order area.

Wear:

- Clean clothes (no singlets) and enclosed shoes
- Hair tied up (if applicable)
- Cloth apron (provided)

Duties and requirements include:

- Take orders and accept payment by cash or card
- If a drink is ordered, the preferred drink is collected from the esky and placed on the table for the customer
- Ensure that the Distributor and/or Cook are aware of new order
- Clean surfaces of the Order area with a general-purpose cleaner and then food grade sanitiser every 60 mins
- Minimum hand washing/sanitising every 60 minutes. It is also suggested you sanitize your hands frequently when taking cash payments.
- Advise the BBQ Captain if there is an increased amount of cash being held at the Order table
- Reconcile and collect all monies and receipts (in conjunction with the BBQ Captain) at the end of the day for follow up with the Group Leader and/or Treasurer

NOTE: Youth assistance can be to support the collection and issuance of drinks. Youth are **NOT** permitted to operate electronic funds transaction devices or handle cash payments.

Must immediately report to the BBQ Captain if they start to feel unwell during the day