



1st Ermington Scout Group

Greater Western Sydney Region

Hall located at: 367 Kissing Point Rd (Cnr Bartlett Street)

Postal Address: PO Box 6 Ermington NSW 1700

groupleader@ermingtonscouts.asn.au

<http://www.ermingtonscouts.asn.au>

Roster Coordinator – BBQ/Lawn Mowing/Cleaning Role and Responsibilities

The key elements of the role are:

- The Roster Coordinator is responsible for the Group's quarterly roster – weekly cleaning, fortnightly mowing, and monthly Bunnings BBQ.
- Rosters must be produced before the start of term and distributed to all families.
- Allocate 2 families and a back up family for each BBQ session. Each family allocated should consist of 2 people – which may be a Scout, Venturer, Leader, or parent. At least one of these must be an adult. Only children over 15 are permitted to handle food. Any Cubs in attendance can organise the drinks.
- Prior to distribution of roster inform families of their date and confirm availability.
- Families should be reminded a minimum of 2 weeks prior to the BBQ – including back-up family. Ask the families to put the date in their diaries and confirm their availability.
- Confirmations and follow ups should be done by phone.
- Read receipts must be requested on emails as many people do not read their email regularly.
- If back-up family has to cover for a family who fail to turn up for their shift, this “defaulting” family will be allocated to fill the normal rostered duty of the back-up family.
- A family must not be rostered on for the BBQ, lawn mowing and cleaning in the same month.
- Non-leader families to be rostered on. All non-Leader families are expected to contribute in some way to manning the Group roster. A copy of families and their contact numbers is available from the Group Leader. New families should be placed on the Group roster as soon as possible.
- Post a copy of the roster on the external notice board at the hall.
- Advise trustee of any repairs etc required to the lawn mowing equipment.
- Ensure that fuel tank is refilled and battery charged, so that lawn mowing can occur as scheduled.
- Liaise with Michael Majoor/Robert Hunter to produce a “cheat sheet” on the operation and use of the lawn mower.
- Roster Coordinator should keep a tally of telephone calls/texts for reimbursement.
- Attend Committee meetings as required.

The Roster Coordinator works closely with the Purchasing Officer, and reports to the Group Committee.