



## Canteen Manager

### **Objective**

- To provide an appropriate canteen service at all home games and at other times as agreed.
- To provide support to the Executive and Committee to ensure the efficient operation of the Club

### **Responsibilities**

- Ensure that an adequate food safety plan is in place for canteen operations
- Ensure that adequate equipment is available for providing the canteen services
- Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase goods from canteen
- Ensure goods are purchased at the best (but not necessarily the cheapest) rates possible
- Ensure that the canteen is open for business from the commencement of the first game at home games
- Account for all purchases and receipts
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

### **Relationships**

- Reports to the Club Committee
- Liaises with the Club Executive
- Liaises with official Club suppliers & stakeholders

### **Accountability**

- Accountable to the Club Executive & Committee
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

### **Melville Junior Football Club**

Manage the operation of the canteen on a weekly basis. This includes:

- Procurement and storage of supplies
- Appointment of paid staff as necessary
- Coordination and instruction of volunteers from various teams
- Cash flow (float) management including communication with the Treasurer
- Preparation of monthly financial reports

Other responsibilities include:

- Manage catering requirements for regular and ad hoc social events
- Work proactively with the Social Events coordinator to determine catering needs for each social event and to coordinate volunteers and logistics
- Maintain catering equipment and determine necessary capital expenditure for new equipment - advise the Treasurer and President
- Health & Safety compliance - ensure that club canteen operations and social events comply with food safety license conditions and that necessary licenses are held