

POSITION DESCRIPTION

Canteen Manager



Non-Committee Role

Non-committee level position, plays a vital role in having a job without the extra commitment.

Objectives

- To provide an appropriate catering service for match days supporting the club and to maximise revenue from canteen sales.
- To ensure the efficient management of the club canteen activities.

Responsibilities

- Hold a current Food Handling Certificate.
- Ensure the canteen is open for business at the correct time each home game.
- Ensure an adequate food safety plan is in place at all times.
- Ensure adequate stock is in supply for match days.
- Liaise with roster manager to ensure the canteen is appropriately staffed on match days.
- Formulate an annual budget and target set as part of the annual financial planning process.
- Collect change and moneybags / trays from the treasurer.
- Ensure all game day takings are counted, minus float and given to Executive Treasurer that day.
- Maintain strong relationships with all club suppliers throughout the football season.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the president or committee.

Relationships

- The Canteen manager reports to the executive of match day operations.
- Liaises with the Roster manager.

Accountability

- The canteen manager is accountable to the executive of match day operations and the executive committee.
- Provide a report on any aspect of portfolio operations to the committee when requested.
- Seek ratification from the appropriate committee member prior to committing the club to any financial expenditure or action.