



POSITION DESCRIPTION

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| Position Title: | Canteen Operations Manager | Category: | Committee Member |
| Job Description | | | |
| The Canteen Manager is required to be in attendance for all home game days to manage the Canteen operations, and assist, direct and support Canteen workers and volunteers. | | | |
| Knowledge & Skills Required | | | |
| <ul style="list-style-type: none">• Ability to supervise others• Well organised• Preferably has completed Food Supervisor & Responsible Service of Alcohol courses• Good understanding of food handling procedures and Good Sports processes• Energetic, enthusiastic and responsible• Good listener & ability to liaise with members of the Club in a friendly and welcoming manner | | | |
| Objective | | | |
| <ul style="list-style-type: none">• To raise budgeted revenues/profits (in consultation with the Treasurer) by providing appropriate goods at the Club canteen on home games and at other times as agreed. | | | |
| Responsibilities | | | |
| <ul style="list-style-type: none">• Ensure the canteen operates in a safe and hygienic environment and meets health department requirements• Implement and manage a staff roster and communicate which staff will be assisting and at what times• Ensure all canteen staff abide the food handling requirements and laws.• 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 from the canteen• Ensure goods are purchased at the best (but not necessarily the cheapest) rates possible• Arrange orders, receipts, storage and display of stock• Account for all purchases and receipts• Ensure the cash float is sufficient to commence the operations of the canteen at the start of each days operations• Provide takings to Treasurer/Administrator to bank after the completion of each days operation• Ensure the canteen is open for business from the commencement of the first game at home games• Report to the Board of Management and changes or suggestions that can promote an/or improve the services or sales of the canteen• Overall clean of machine and premises 4 x times a year• Change oil in chip fryer once a month• Ensure Slushie machines are cleaned 4 x times a year. Coca Cola to perform any service duties. | | | |

Hills District JRLFC & TA Inc.

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| Additional Notes | | | |
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| Reviewed By: | Rick Palin | Date: | 25 November, 2016 |
| Approved By: | Glenn Starr / Michael Gremmo | Date: | 7 December, 2016 |
| Last Updated By: | Rick Palin | Date/Time: | 25/11/2016 3:00PM |
| | | | |
| Office Bearer: | Belinda Wright | Term: | BOM 2016 Season |
| Signature: | | Date: | |