

Canteen Manager

Accountability

- JJJFC Secretary
- JJJFC Committee

Hours _____ / **Week – Month - Season**

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 members to ensure the efficient operation of the Clubs Canteen.

Responsibilities

- The Canteen Manager will be responsible for all activities associated with the canteen each week at home games and will assume responsibility for profit generation, staffing, ordering and hygiene.
- Develop a range and price structure of products to be sold in the canteen, which represents value and maintains profit margins.
- Liaise with the Treasurer in relation to floats, and monies in and out. Use cash register to assist in stock control, reports and monies received
- Organise the delivery of products for sale in the canteen.
- Ensure that the risk of infection is minimised through maintaining a clean and hygiene working environment, including utensils.
- Liaise with the Senior Vice President in relation to any issues associated with the running of the canteen.
- Report to club monthly meeting.
- Manage Portfolio as set down by the committee.

Relationships

- Jandakot Jets Junior Football Club Committee
- Jandakot Jets Junior Football Club Senior Vice President
- Jandakot Jets Junior Football Club Secretary
- Suppliers
- Customers and members