



# Canteen Manager

## Position Description

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### **Overview**

The Canteen Manager is primarily responsible for the purchase, stocking and sale of food items for the Club.

### **Objective**

To ensure the club canteen operates to serve patrons and generate revenue for the club

### **Core Responsibilities**

- To establish and monitor efficient systems and processes for the running of the club canteen
- To order and manage canteen inventory
- To roster and manage canteen helpers
- To select the canteen menu items and pricing
- To ensure compliance with food safety laws and guidelines
- To manage canteen finances and cash-handling processes in conjunction with the Treasurer

### **Additional Responsibilities**

- Organise Responsible Service of Alcohol Certification for bar volunteers.
- Train, mentor and support an incoming Bar Manager.

### **Knowledge and Skills Required**

- Very well organised
- Great customer service and people skills
- Ability to make sound financial and operational decisions
- Food handling and food safety principles (or a willingness to learn)
- Holds the relevant food handling certification
- Business operations knowledge

### **Personal Qualities**

- Ability to organise and delegate tasks.

### **Qualifications**

- Food Handling certification

### **Expected Time Requirement**

Approximately 100 hours per annum.