



Job Title	Canteen Manager	Job Category	Employed (Casual)
Reports to	Canteen Finance Officer (appointed by the BoM)		

Job Description			
Objective	<ul style="list-style-type: none"> To manage the Association's canteen on game days, and at other events and functions as nominated by the Borad of Management 		
Responsibilities	<ul style="list-style-type: none"> Preparation of a volunteer roster, ensuring all clubs take their turn in winter season. Assist the Canteen Finance Officer in reviewing pricing for all goods sold prior to each season. Order all food and drink items required to keep the canteen stocked at an appropriate level, while avoiding unnecessary wastage. Ensure that perishable stock is rotated regularly to minimise wastage. Arrange pick-up / delivery of ordered items. Be present during Canteen opening hours. Prepare food, serve customers, and oversee volunteers as required. Instruct and supervise volunteers in all aspects of canteen procedure, including hygiene, food handling and counter procedures. Ensure the canteen is kept in a hygienic manner, always following safe food handling practices. The Canteen Manager must complete a Safe Food Handling course before commencing work. Ensure that the canteen and its contents are always secure. Ensure that the cash till is secure during operations, and that the Canteen Finance Officer takes charge of cash takings at the end of each day. Provision of cash float, tallying and banking of cash takings are the responsibility of the Canteen Finance Officer, and not the Canteen Manager. Regularly review and recommend changes to canteen operations and/or items sold. Report all issues with equipment to BoM and arrange repairs/replacement as required. 		
Knowledge/Skills	<ul style="list-style-type: none"> Relevant experience in food and/or hospitality Experience in supervising volunteers Good communication skills 		
Personal Attributes	<ul style="list-style-type: none"> Well organised and able to work in a logical orderly manner Ethical, honest and trustworthy Positive and friendly personality 		
Other	<ul style="list-style-type: none"> DHS Working With Children Check Food handling safety training (6 hours online – can be obtained after employment) 		
Hours of Operation	Winter Season (May to early Sept) – Saturdays 7am – 5.30pm Summer Season (October – February) Tuesday and Wednesday evenings 5 – 9.30pm Mid Hills Carnival 3 rd Sunday in May 7am – 5.30pm		
Employment	Casual - Food & Beverage L3 as specified in the Registered and Licensed Clubs Award		
Reviewed By	Felicity Duffield	Date	13 th January 2024
Approved by	Board of Management	Date	15 th January 2024
Last Updated		Date	13 th January 2024