

**<Insert Name of Club>**

**Position Description – Canteen Supervisor/Manager**

**JOB TITLE:**

Canteen Supervisor/Manager

**OBJECTIVE:**

The Canteen Supervisor is responsible for the proper management of the Club’s canteen at match days and other events and functions organised by the Club.

**RESPONSIBILITIES:**

* Adhere to the mission, vision, and values of the club
* Liaise with the Treasurer to prepare an annual canteen budget/forecast for review by the Committee
* Determine dates for the season and Club events/functions and establish canteen operating hours
* Prepare a roster for canteen volunteers to assist with canteen service and operation as required
* Order all food and drink items considered necessary to stock the canteen initially
* Establish a price list for all items to be sold in line with the Club budget/forecast
* Arrange pickup/delivery and appropriate storage of all items
* Ensure the canteen is regularly restocked throughout the season
* Ensure all canteen volunteers are appropriately trained for their role eg. safe food handling, responsible service of alcohol
* Supervise canteen volunteers and assist as required during the season
* Obtain and account for any floats that are required from the Treasurer
* Maintain appropriate records of all sales and purchases and as required by the Treasurer and/or Committee
* Ensure the canteen and its contents are secure at all times
* Provide the Committee with regular updates on canteen sales performance and any other relevant matters
* Ensure the canteen is kept in a hygienic manner, following safe food handling practices according to local and state government regulations
* Promote the sale of healthy food options where possible
* If alcohol is served, ensure appropriate licences are obtained, compliance with liquor license laws and responsible consumption at all times
* Ensure the Club’s policies pertaining to service of food and alcohol are updated regularly and displayed as required.
* Promote the canteen on the Club website, social media pages, newsletter etc. as required.

**RELATIONSHIPS:**

* Communicate with volunteers about their role.
* Liaise with Treasurer.
* Ensure members are made aware of canteen opening hours.

**ACCOUNTABILITY:**

* Ability to keep accurate records
* Experience with sales and money management
* Good organisational skills
* Good interpersonal and presentation skills
* Good written and verbal communication skills
* Ensure Working with Children Check and/or National Police Certificate are retrieved if necessary

**REFERENCE:**

<https://www.wacricket.com.au/support/volunteers/role-descriptions>