



## CANTEEN MANAGER

### Goal Statement:

The Canteen Manager oversees the canteen activities to ensure the profitability of the Club and management of stock.

### Objectives:

- Oversee all canteen related activities within the Club
- Provide support to the President of the Club
- Provide support to the Executive and Committee members to ensure the efficient operation of the Club

### Responsibilities:

- Ensure the required training course is completed as per Food Licence requirements
- Develop a variety of food and beverage options for players, general members and supporters
- Review and evaluate supplier costs to ensure competitive pricing of our food and beverage options
- Develop, plan and implement a canteen roster and recruit players, parents and volunteers to assist in the running of the canteen
- Review and evaluate Club food and beverage costs to ensure the club is generating income on items
- Develop and maintain an up to date database of money collected in collaboration with the Treasurer
- Uphold and actively promote club values throughout the Club as a whole
- Provide a report on portfolio operations at the monthly General Committee meetings
- Undertake tasks at the request of the President, Executive or General Committee with Executive, Committee, Senior and Junior Teams of the Club
- Be committed to and identify any opportunities to further grow the DCWFC and its members into the future
- Liaise with the Club Treasurer to advise on preferred suppliers, invoicing arrangements and cycles
- Ensure monies are balanced and collected at the end of each day the canteen operates
- Report on activities of the portfolio to the membership at the Annual General Meeting
- Seek ratification from the appropriate committee member prior to committing the Club to any financial expenditure or action
- Provide feedback to the Committee at the end of season on improvement opportunities

### Relationships:

- This position will liaise with relevant food and beverage suppliers
- This position will liaise with and have regular communication with coaches, managers, committee members, general members, parents, players and volunteers
- The incumbent will be required to advise the Club Treasurer of sales and purchases

### Qualifications:

- Working With Children's Check
- Food Licence

### Accountability:

- The Canteen Manager is accountable to the Club President and general committee

Committee Member Name: \_\_\_\_\_

Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_