



**NATIONAL CLUB
ACCREDITATION SCHEME**

**Myrtleford Savoy Soccer Club
Position Description – Canteen Manager**

JOB TITLE:

Canteen Manager

OBJECTIVE:

To manage and maintain the clubs Canteen in an efficient manner.

RESPONSIBILITIES / TASKS:

- Attend Food Safety, RSA and other training sessions as required
- Ensure all regulatory food and alcohol requirements are met
- Ensure the canteen is prepared and set up prior to any events or games
- Audit and purchase canteen stock as necessary
- Purchase Canteen equipment that has been approved by the committee
- Assist registrar with canteen rosters, monitor attendance with a sign in book
- Ensure visitors sign in book is completed with the sale of alcohol
- Ensure food standards are implemented and maintained by all members
- Ensure Canteen is kept clean and orderly
- Ensure a safe working environment and enforce risk management practices
- Advise committee of any maintenance or other issues
- Organise inspections and/or maintenance as required
- Ensure item pricing is up to date and signage is done

The estimated time commitment required as the Canteen Manager is up to 3 hours per week which will fluctuate throughout the season due to practice matches, events and home games.

RELATIONSHIPS:

- The Canteen Manager reports to the President, Secretary, Treasurer and General committee
- Liaise with retail outlets, trades and Shire council
- Liaise with players, parents and club supporters

ACCOUNTABILITY:

The Canteen Manager is accountable to the President, Secretary and Treasurer.





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ESSENTIAL SKILLS:

- Willing to gain a good understanding of Food Services and Safety requirements
- Willing to learn new skills
- Can take on responsibility and supervise others
- Time commitment
- Ability to plan ahead organise and prioritise
- Enthusiasm and dedication
- Adaptable to change
- Dedicated club person

