

MSSC Canteen Manager



OBJECTIVE:

To manage and maintain the club canteen in an efficient manner

Reports primarily to the Treasurer and Committee

RESPONSIBILITIES / TASKS

- Attend Food Safety, RSA and other training sessions as required.
- Ensure all regulatory food and alcohol requirements are met, including Level 3 Good Sports Accreditation Policies.
- Ensure the canteen is prepared and set up prior to any events or games.
- Audit and purchase 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 members use visitors sign in book with the sale of alcohol at official club events.
- 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 with the Safety Officer.
- Ensure item pricing is up to date and signage is done in liaison with the Treasurer.

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

RELATIONSHIPS:

- Liaise with Committee
- Liaise with retail outlets, trades and Shire council
- Liaise with players, parents and club supporters

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 and dedicated club person