



### **Position Description: Canteen Manager**

The Canteen Manager shall be responsible for the effective running of the canteen on Friday nights, Saturday, Sunday, and special occasions as directed by the Executive. Duties include:

1. Sign and agree to canteen agreement.
2. Ensure appropriate budgets are established and monitored throughout the season and that the budget net profits are achieved.
3. Working with the Upper Swan JFC Treasurer in ensuring that appropriate financial controls are maintained for all aspects of the canteen operations, including appropriate controls in relation to the purchase, maintenance and sale of canteen items.
4. Ensure canteen staff are suitably trained in food handling requirements.
5. Working with the Club Treasurer and Club Secretary to ensure that all statutory and regulatory obligations in relation to the canteen operations are adhered to.
6. Ensure appropriate stock management.

The Canteen Manager is a member of the General Committee and reports to the Treasurer.