



# CANTEEN MANAGER



All Executive, Management and General Committee Members are responsible for acting in a manner not to bring the Club or Association into disrepute and are to abide by all Club, Association and local District and W.A.F.C policies.

## **CANTEEN MANAGER ROLE**

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### **Objective**

- To provide an appropriate canteen service at all home games and at other times as agreed.
- To provide support to the Executive, Management and Committee members to ensure the efficient operation of the Club

### **Responsibilities**

- Ensure that an adequate food safety plan is in place for canteen operations
- Ensure that adequate equipment is available for providing the canteen services
- Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase goods from canteen.
- Ensure goods are purchased at the best (but not necessarily the cheapest) rates possible
- Ensure that the canteen is open for business from the commencement of the first game at home games.
- Account for all purchases and receipts.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee

### **Relationships**

- Reports to the Club Committee
- Liaises with the Club Executive
- Liaises with official Club suppliers & stakeholders

### **Accountability**

- Accountable to the Club Executive & Committee
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action
- Committee members are to assist in Game Day Roster / Set Up.

Elena Mustard

President

Piara Waters Junior Football Club