

30/10/2016

## Canteen Manager Job Description



Keilor Park Recreation Reserve -  
Stadium Drive, Keilor Park

KEILOR PARK FOOTBALL CLUB

### Objective

- To provide an appropriate canteen service at all home games and at other times as agreed.
- To provide support to the Executive 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

### Description Review

The job description will be reviewed on an annual basis to ensure that it remains current and practical.