



## Canteen Manager – Volunteer or Paid

Accountability Executive Committee

Hours Hours will vary but will be higher at the beginning of the season. Average 24hrs per week.

### GENERAL DESCRIPTION – OBJECTIVES

- To provide support to the Executive and Committee members to ensure the efficient management of canteen sales and stock levels.
- Assist the executive committee in sourcing canteen supplies
- Keep good stock records and maintain a stock level register.
- Ensure online store is updated and stock levels updated when orders arrive.
- Purchasing officer can be a separate role and needs to be agreed with Committee

### RESPONSIBILITIES

- Hammond Park Football Club has a great PAID opportunity for the right person to run our footy canteen.
- We are seeking a Canteen Manager to be responsible for the efficient and professional operation of our Canteen!
- The position will be responsible for the day-to-day running of the canteen (ordering, cooking, selling, managing stock, maintain accurate records, etc.) under the guidance of the Club Committee.
- This role would be for approx. 20-30 hours per week. See below as an example, however days and times will vary based on the season fixtures we receive.
  - Wednesday 4:30pm - 9:30pm
  - Friday 4:30pm - 10:00pm
  - Saturday 6:30am - 4:30pm
  - Sunday 6:30am - 4:30pm
- Hourly rate starting from \$ 30/hr plus superannuation, to be negotiated with the right candidate.
- To provide an appropriate canteen service at all home games/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
- Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase goods from canteen
- Lead a team of up to 4 canteen assistants (parent volunteers from the club and possible junior paid roles)
- Ensure that the canteen is open for business from the 30mins prior to the commencement of the first game at home games and closes 15mins from the final siren of the home game.
- Account for all purchases and receipts and adhere to the HPJFC Financial procedures for purchasing and receipting all transactions
- Adhere to the HPJFC Financial procedures for canteen cash management
- 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



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- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

### ESSENTIAL QUALIFICATIONS - ACCREDITATIONS

- Good Communication
- Previous purchasing experience.
- Previous food handling experience and qualifications would be good

### RELATIONSHIPS

- Liaises with the Club Committee
- Liaises with suppliers when necessary
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### REPORTING

- Provide a report to the executive committee before executive committee meetings on stock levels and costs when required.
- Provide costing & sales report to treasurer at the beginning and end of the season