# Club Name

your logo here

### Position Description Form

| **Job Title** | **Canteen Operations** | | |
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| **Accountability** | Club Executive and Committee | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * 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 | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable** | |
| Reporting | | | |
| * Provide a report on any aspect of portfolio operations to the monthly Committee meeting | | | |
| Relationships | | | |
| * Reports to the Club Committee * Liaises with the Club Executive * Liaises with official Club suppliers & stakeholders | | | |