



Abbotsford Juniors Football Club Position Description – Canteen Manager

JOB TITLE:

Canteen Manager

OBJECTIVE:

This position is responsible for the profitable management and operation of the club's canteen at Campbell Park.

The incumbent will support the development of strong relationships in the community in particular with players, parents, spectators, Match officials and volunteers.

CANTEEN POLICY:

The AJFC canteen is "volunteer based".

This opportunity is open to each and every parent, player or family and provides you with the platform to become an integral part of the AJFC community, whilst raising funds for our club.

RESPONSIBILITIES:

The Canteen Manager is responsible for the management of the operations of the club's canteen on Match Days at Campbell Park. This includes the following responsibilities:

- Providing leadership to club volunteers to ensure the delivery of an affordable, quality food service to players, parents, spectators and Match officials;
- Planning, organising, and monitoring the operations of the canteen, including the rostering of volunteers from the club's registered teams, record-keeping (as agreed with the club's Treasurer), opening and closing the canteen, preparation and cooking for service and ensuring all volunteers sign in and out;
- Developing the necessary procedures to deliver the food service;
- Ordering, purchasing and checking all supplies against invoices and delivery docketts.
- Processing payment of suppliers by the club's Treasurer of amounts due, so electronic transfer can be processed, where possible.
- Use food preparation and cooking skills to minimise waste of fresh produce;
- Orientating and training volunteers in the food preparation and other procedures to deliver an affordable, quality food service;



- Ensuring that the products and services supplied by the canteen are marketed and promoted to generate a high level of sales on Match Days;
- Ensuring that food products prices are monitored and value for money considered;
- Counting, recording and reconciling the takings;
- Provide a report to the club's Treasurer each month for the Executive Committee meetings;
- Ensure that stock is kept at appropriate levels and a stock take is undertaken at the end of each season;
- Implement procedures and process regarding food safety to ensure that correct food handling and hygiene practices are performed to prevent food spoilage, contamination and subsequent food poisoning;
- Ensuring all volunteers are familiar with correct food handling and hygiene practices;
- Co-operate with the Executive Committee, in organising the ordering, delivery and storage of items for special events being conducted by the club;
- Ensuring the health, safety and welfare of others in the canteen including undertaking a canteen risk assessment for hazards according to WH&S legislation;
- Security in the canteen such as money, keys, arming security alarms, locking all doors and windows, switching off all appliances (except refrigeration units) and restricting entry to the canteen to only those who are authorised to be there;
- Ensuring that the cleaning incidental to the main function of the canteen is carried out at the end of every day's operations (e.g. dusting of shelves and stock, wiping down benches, cleaning of all equipment and fixtures);
- Raising maintenance issues with the club's Treasurer and taking necessary steps to resolve;
- Ensuring a pleasant working environment for the volunteers;
- Ensure that the operation of the canteen is in line with the values of the club;

RELATIONSHIPS:

- Reports to the Treasurer and Executive Committee.
- Volunteers from the club's registered teams.
- Liaises with Team Managers, as required, to facilitate the rostering of team volunteers on Match Days throughout the season.
- Produce / food suppliers.

ACCOUNTABILITY:

- Ensure that the club's canteen at Campbell Park operates effectively and profitably on Match Days.
- Ensure that all teams registered at the club contribute equitably to the volunteer resourcing of the club's canteen.



- Promote the club's core values through the canteen's operations.

REMUNERATION:

- The estimated weekly time commitment required as the Canteen Manager is 20 hours per week.
- Canteen opening & closing times on Match Days (Saturdays and Sundays) are 8.30am – 4.30pm.
- Remuneration of \$9,000 (\$1,800 per month) will be paid monthly in arrears, covering the period 1 April – 31 August (5 months) each winter season.

ESSENTIAL SKILLS:

- Consistently demonstrates alignment to the Club's Purpose and Values.
- Dedicated club person.
- Outgoing personality.
- Effective communicator.
- Enthusiasm and dedication.
- Good listening ability.
- Well organised.
- Passionate and dedicated to promoting the club to the wider community.