



GUNGAHLIN JETS

AUSTRALIAN FOOTBALL CLUB INC.

Est 1982



Canteen Manager

The role of the Canteen Manager is to run the canteen efficiently and profitably whilst providing high quality & healthy food to customers.

The Canteen Manager is expected to be positive & enthusiastic, have good planning, organizational and interpersonal skills enabling them to communicate effectively with the club's junior & senior committees and to provide the best customer service to their customers.

Responsibilities

- To work on game days
- Provide healthy menu options as per the clubs' Good Sports Accreditation
- Be aware of current Food Handling & Hygiene Laws
- Provide a safe work environment
- Be responsible for the economical ordering of all stock, recording & maintenance of stock levels
- Be responsible for the handling, reconciliation, banking & reporting of all monies.
- Ensure invoices are paid
- Establish effective procedures for canteen's operation
- Facilitate a happy, supportive & productive canteen environment
- Ensure volunteers are briefed & aware of all canteen procedures/guidelines

Relationships

- Liaises with the Junior & Senior committees
- Liaises with all club members or volunteers & external stakeholders

Accountability

- Reports to Junior & Senior Committees
- Reports to the Board