

Position Description: Canteen Manager

The Canteen Manager shall be responsible for the effective running of the canteen on Saturday, Sunday and special occasions as directed by the Executive. Duties include:

- a. Appoint Canteen Operators following recommendation to Committee.
- b. Ensuring that appropriate budgets are established and monitored throughout the season and that the budget net profits are achieved.
- c. Working with the FO-SDJFC Treasurer in ensuring that appropriate financial controls are maintained for all aspects of the canteen operations, including appropriate controls in relation to the purchase, maintenance and sale of canteen items.
- d. Ensure canteen staff are suitably trained in food handling requirements.
- e. Working with the Club Treasurer and Club Secretary to ensure that all statutory and regulatory obligations in relation to the canteen operations are adhered to.
- f. Ensure that appropriate stock management policies are applied.
- g. Oversee the operation of the weekly sausage sizzle ensure that appropriate rosters for the Y10 players are drawn up and adhered to. Ensure sausages/buns are ordered.

The Canteen Manager is a member of the General Committee and reports to the Secretary.

Reports to	Member of Standing Committee	Expected time commitment
Secretary	N/A	4-7 Hours per month