Aveley Junior Football Club Inc.
A.B.N. 81 603 471 751 | www.aveleyfootballclub.com.au
Turkich Parade Oval, Bolero Road, Aveley | PO Box 2379, Ellenbrook WA 6069

CANTEEN MANAGER JOB DESCRIPTION

All executive and general committee members are responsible for acting in a manner which brings credit to the club and abides by all club, association, local district and W.A.F.C policies.

Objective

- To manage canteen services for Auskick and Junior home games and club events.
- To provide support to the President and other committee members to ensure the efficient operation of the club.

Responsibilities

- Attend monthly committee meetings, provide input to relevant topics and present a Canteen report when required.
- Act as the primary contact for all Canteen enquires.
- Prepare and publish a roster of volunteers at the commencement of each season to provide canteen services by date and time for Auskick and Junior home games.
- Set up the canteen operating environment so that it is safe, clean and practical.
- Arrange for the ordering, receipting, storage and display of stock based on the following criteria:
  - Perishable items sufficient to satisfy the projected demand for the immediate upcoming game.
  - Non-perishable items sufficient to ensure that they are likely to be sold prior to the end of the season and within use by date ranges.
  - Items to be limited, a range that will turnover quickly and be in demand.
  - Stock items that could be considered to be appropriate for football match consumption.
  - Purchase items that are cost effective and where possible and appropriate support major sponsors of either the club or AFL.
- Ensure the canteen is open for business at all home games.
- Ensure there is an appropriate cash float to commence canteen operations.
- Count, summarise and bank the canteen takings after each home game. Account for all purchases and receipts.
- Attend club social events – family nights, presentation days and fundraisers.
- Maintain confidentiality about club and committee matters.

Accountability

- The Canteen Manager is accountable to the President and general committee.
- Must seek ratification from the committee prior to committing the club to any financial expenditure or action.

Date	Item
01 MAY 2018	**Drafted**
12 SEP 2018	**Adopted by Committee**
12 SEP 2019	**For Review**