

Job Description

CANTEEN MANAGER

Objectives

Co-ordinate the effective and efficient running of the Canteen in compliance with all legal requirements.

Duties Profile

Kalamunda Rangers Inc. provide a Canteen for the purpose of enabling the Club to provide an additional service to its members as well as to supplement the fundraising and income opportunities provided to the Club.

The Manager is responsible for the smooth operation of this facility including:

Stock Control and Ordering by maintaining a regular audit of Stock.

- Regular review of the forthcoming activities of the Club and ensuring sufficient food and nonalcoholic drinks are available on site to cater to those activities;
- Ordering of stock from suppliers;
- Ensure all deliveries are checked in correctly and all relevant dockets/invoices are correct. Forward all dockets/invoices to the Treasurer for reconciliation/payment;
- Ensure all stock removed from the premises has been accounted for by sales receipts in line with the Club Cash Management Policy;
- Ensure appropriate procedures are in place to ensure compliance with relevant Health regulations in relation to storage, preparation, sale and disposal of foodstuffs;

Compliance with Health Regulations.

- Ensure Canteen area is clean at completion of use, as detailed in the Kitchen Closure Checklist;
- Ensure Canteen area and equipment are cleaned on a monthly basis, as detailed in the Monthly Cleaning Checklist;
- Ensure Canteen area is thoroughly cleaned at the end of March each year, including biannual servicing of extractor fan, deep fryer and coffee machine.
- Ensuring OSH and safety standards are being maintained.

Completion of the [FoodSafe Food Handling](#) and [Canteen and Food Staff](#) online training within the last two years.

Managing and overseeing volunteer staff assisting in the Canteen.

Ensure all moneys and EFT transaction records are returned to the Treasurer in a timely manner for banking and recording in the clubs Financial Records (including completion of a weekly transaction form).

The Canteen Manager should report back to the Committee on a regular basis any issues regarding the operations of the Canteen facility.

Key Performance Indicators

1. Ensuring adequate food and nonalcoholic beverage stock is ordered and available for all games and functions.
2. Ensuring accurate budgeting, including cost control for Canteen merchandise.
3. Compliance with all legislation in regards to purchase, storage, preparation, sale and disposal of food and non-alcoholic beverages.



Teeball – Baseball – Softball

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4. Ensure facilities and presentation of the Canteen is clean and tidy at all times.
5. All relevant documentation is recorded and made available as required.

Working Relationships:

Treasurer

Canteen Manager

Executive Committee

Canteen Supervisor/s

Related Documents:

Weekly Cash Handling Summary