



Position description – **Canteen Manager**

Purpose of position:

The Canteen Manager is appointed by the Centre committee to control the operations of the Canteen/BBQ at the Centre venue and special events as directed.

The Manager is responsible for the canteen financial management and operations of the canteen to arrange supplies and coordinate volunteers as required to service the canteen operations.

Monthly reports of the canteen operations shall be provided to the Centre management committee meetings and funds lodged in the Centre account (or lodged by Treasurer). Weekly reports to be provided to Treasurer.

Compulsory Requirements:

- Current WWCC (or exemption as serving Police Officer or Registered as a working teacher with a current VIT registration).
- Signed Child Safe Code of Conduct.
- Undertakes the role in good faith and honestly at all times.
- Act in the best interests of the Centre at all times.
- Current Food Handling and Safety qualifications.

Desirable Attributes:

- Current Police Check (paid for by the Centre).
- Able to build relationships.
- Sound communication skills.

Specific Duties Include But Are Not Limited To:

- To run the canteen at all Centre events – weekly competition, SMR competitions, schools events etc.
- To be aware of and comply with the LAVIC healthy foods policy.
- Organise all aspects of stock and stock control of the canteen.
- Organise a roster of volunteers to assist on the days the Canteen is open.
- Make sure there is an appropriate menu available.
- Oversee that all personnel in the canteen work to the Food Handling guidelines and standards.

** The estimated time commitment required as the Canteen Manager is 5 to 7 hours per week.