

Job Description: Canteen Manager

Role: Volunteer (Unpaid Committee Position)

Time: 4 hours on weekly competition days + 1 hour of mid-week shopping

Reports to: Club Treasurer / President

What is the goal?

To manage the club canteen and barbecue on competition days, providing food and drinks for families while raising vital fundraising dollars for the club.

What will you do?

- **Stock the canteen:** Monitor stock levels and place weekly orders with suppliers, ensuring food, drinks and supplies are available for each competition day. Keep basic records of purchase, deliveries and usage.
- **Volunteer Roster Coordination:** From the parents assigned to canteen for the season, set up weekly parent rosters, assigning clear roles for the volunteers (eg. Setup, cooking, serving, pack down) and simple instructions so volunteers feel confident and supported.
- **Maintain hygiene:** Undertake the online “Food Safety Training” and ensure the canteen meets local food safety and hygiene standards by keeping benches, fridges, and barbecues clean.
- **Manage cash and payments:** Set up the square app on the MAC phone, handle any cash payments, and give the day's earnings to the Treasurer for banking.

What skills do you need?

- Great organization and basic budgeting/maths skills.
- Friendly, welcoming personality to manage volunteers and serve customers.
- Basic understanding of safe food handling practices.