**Purpose**

The Canteen Manager is responsible for the profitable management and operation of the canteen at Fortitude Valley Rugby League Football Club – Junior Division (FVRLFC).

The primary function of the role is to maximize revenue and sales of canteen related products to meet profit targets while meeting safe and appropriate practices in relation to hygiene, food and health legislation and regulations.

The position has key activities:

1. Define food and drinks to be sold by the canteen
2. Stock ordering, order checking and communicating with suppliers
3. Manage, rotate and store stock as appropriate
4. Collection and accountability for monies in accordance with established internal guidelines
5. Facilitate a happy, supportive and productive canteen environment, where canteen staff and or volunteers feel valued and welcome

**Key Roles & Responsibilities**

* Operate the canteen on training/match days and evenings and carnivals as required by the FVRLFC
* Provide a menu of goods with variety to attract members and visitors to purchase products from the canteen
* Have a good knowledge of and implement food handling and hygiene legislation/regulations to prevent food spoilage, contamination and subsequent food poisoning
* Keep up-to-date of food handling requirements, attending appropriate training as required or recommended by law
* Work towards the ongoing improvement of service, facilities and safe food handling
* Develop, maintain and/or update effective procedures for the canteen’s operation including rostering of volunteer workers, daily record keeping, opening and closing the canteen and preparing and cooking for service.
* Collection, counting and receiving of monies is undertaken in accordance with established internal control guidelines
* Prepare monies for banking
* Maintain accurate and complete records in stocktake and financial management
* Liaise with FVRLFC Treasurer to finalise pricing schedules, create financial revenue, expense and profit targets and provide reports to the committee as required
* Observe internal controls relating to delivery/pick up of goods and signing of invoices
* Recruit and manage rosters for games held at the Club (Junior and Senior), including any finals series hosted at the club.
* Provide leadership and create a positive environment for volunteers who assist in the canteen
* Ensure all staff and volunteers are briefed on appropriate canteen procedures and guidelines including food handling and hygiene practices
* Ensure a safe working environment and work practices are followed always
* Economic ordering, purchasing and checking all supplies against invoices and delivery dockets
* Ensure all incoming orders are monitored, stock is stored and rotated appropriately to avoid wastage
* Undertake a stocktake of goods at regular intervals during the year
* Ensure food prices are monitored and value for money considered
* Processing payments onto Square, including a balance report emailed and printed after each shift.
* Obtain, and account for any floats required from the FVRLFC Treasurer
* Oversee security of canteen in terms of money, keys, alarms, locking doors and windows, switching off appliances (except refrigeration) and restricting entry to canteen
* Ensure cleaning incidental to the main function of the canteen is carried out daily (ie dusting shelves, wiping benches, cleaning equipment) to meet legislative requirements
* Identify maintenance issues within the canteen with the committee

**Essential Skills & Requirements**

* Understanding of the needs and tastes of the members and club stakeholders
* Ability to organise and delegate tasks
* Happy to talk to people and relate warmly to volunteers and patrons
* Proven ability to work with people collaboratively in a team situation
* Have a working knowledge and/or accreditation in line with Safe Food Handling
* Proven ability to run a canteen and set pricing and ordering schedules
* Maintain confidentiality on relevant matters

**Terms of Employment**

Season (up to and including the club presentation day/night).

Expected operating times are 2 training nights each week and Saturday and Sunday at least 1 hour before games commence until last game finishes.

**Remuneration**

Part of the role is voluntary with an honorarium as agreed at the beginning of each season.

**End of Year Hand Over**

At the end of each year a key activity of the FVRLFC Canteen Manager will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the club secretary prior to the Annual General Meeting each year.

An important responsibility of outgoing FVRLFC Canteen Manager is to train, mentor and support the incoming FVRLFC Canteen Manager.

**Agreement**

I, (name), herby agree to accept and undertake the position of FVRLFC Canteen Manager as outlined in the position description above.

Signed: Signed:

 (FVRLFC Canteen Manager) (VFRLFC President)

Date: Date: