



ENDEAVOUR HILLS JUNIOR FOOTBALL CLUB & AUSKICK



Incorporation Association No. A00053411 - ABN: 83 698 930 671

Position Description

Canteen Operations (General Position)

Objective

- To provide an appropriate canteen service at all home games/Auskick and at other times as agreed.
- To provide support to the executive and committee members to ensure the efficient operation of the club

Responsibilities

- Ensure that an adequate food safety plan is in place for canteen operations.
- Ensure that adequate equipment is available for providing the canteen services.
- Ensure adequate staffing of the canteen is always available when canteen is open for business.
- Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase goods from the canteen.
- Ensure goods are purchased at the best (but not necessarily the cheapest) rates possible.
- Ensure that when practical the canteen is open for business for all Club home games.
- Ensure that when practical the canteen is open for business for all Auskick sessions.
- Ensure that when practical the canteen is open for business for all Match report functions.
- Ensure that when practical the canteen is open for business for all Club promotional/fund raising events.
- Account for all purchases and receipts.
- Assist the Treasurer in maintaining the security and integrity of all cash floats and EFT transaction receipts.
- Coordinate and book the Clubs x2 annual Bunnings's sausage sizzle fund raiser.
- Assist other committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.
- Prepare a comprehensive report of all activities of the canteen to the Treasurer for presentation to members at the Annual General Meeting.
- To ensure that all canteen facilities are cleaned at the end of each season in preparation for seasonal handover to council.

Relationships

- Reports to the club committee
- Liaises with the club executive
- Liaises with official club suppliers & stakeholders

Accountability

- Accountable to the club executive & committee
- Provide a report on any aspect of portfolio operations for the monthly Committee meetings
- Seek ratification from the appropriate committee member prior to committing the club to any financial expenditure or action

