



Kingsway Sports Complex
Skeit Road Madeley
PO Box 1338 Wangara 6947
ABN 18 475 614 383

PORTFOLIO DESCRIPTION - CANTEEN

Works in conjunction with :

Other Portfolios - President ; Secretary ; VP's ; Treasurer ; Merchandise

External to Committee - Supplier's ; Team Managers ; Members

Responsibilities and Duties :

- ◆ Manage the running of the Club canteen at all Home games, training nights & special events
- ◆ Oversee the purchase of all food and beverage items sold in the canteen
- ◆ Plan a menu of sale items with pricing and present to the Committee for approval
- ◆ Liaise with the Treasurer for reconciling all monies against stock
- ◆ Stocktake on a weekly basis in readiness for weekend games at the Club
- ◆ Liaise with Sponsors who are suppliers to the Canteen
- ◆ Be aware and adhere to the requirements of the Health Act and Local Council By-Laws in relation to operation and management of the canteen
- ◆ Liaise with VP's in preparing Duty Rosters for Teams to work the Canteen
- ◆ Prepare a Committee duty roster for food preparation and service
- ◆ Oversee the setup and clean up of Canteen during opening times

Knowledge and Skills Required :

The person performing the portfolio is someone who:

- ◆ Has good effective communication
- ◆ Has good computer skills (Word & excel)
- ◆ Is well organised
- ◆ Some knowledge of ordering stock
- ◆ Basic financial knowledge