

**Canteen Manager**

**Job Description**

It is the responsibility of the Canteen Manager to run the canteen efficiently and profitably within the guidelines of the Bayswater Lacrosse Club. The Canteen Manager has the delegated authority to manage the day to day operation of the Bayswater Lacrosse Club canteen, under the guidance of the Bayswater Lacrosse Club Manager, using established routines, methods and procedures. The Canteen Manager must ensure that safe and appropriate practices are followed in relation to hygiene, health laws and regulations.

**Duties**

The duties of the Canteen Manager include:

• Working on game days and during carnivals.

• Be thoroughly aware of current Food Handling and Hygiene Laws.

• Ensure that all daily monitoring and records are maintained (as per Food Safety Program) for inspection purposes.

• Work toward the ongoing improvement of service, facilities and Safe Food Handling.

• Facilitate a happy, supportive and productive canteen environment, where canteen volunteers feel valued and welcome.

• Liaise effectively with the Bayswater Lacrosse Club Manager, Treasurer and suppliers.

• Ensure all volunteers are briefed on appropriate canteen procedures and guidelines.

• Ensure a safe work environment and work practices are followed at all times.

• Delegate tasks effectively.

• Be responsible for the checking of stock levels, and advising the Club Manager of products to be purchased.

• Ensure all incoming orders are monitored as per the Food Safety Program that stock is stored and rotated appropriately.

• Undertake a stock take of goods at designated intervals.

• Establish effective procedures for the canteen’s operation.

• Provide reports to the Board as required. Price changes need to be cleared by BLC Executive Committee.

• Ensure that the collection counting and receiving of monies is undertaken within established internal control guidelines.

• Relate in a warm and professional manner with patrons.

**Length of Appointment**

This will be a one (1)year appointment. Approximately 8 home games per season.

**Remuneration**

To be discussed with BLC Committee

**Working with Children Check**

Bayswater Lacrosse Club will approve and reimburse volunteer application fee upon receipt.