



Tooradin-Dalmore Football Club Inc

Junior Division

Po Box 127

Tooradin 3980

President: Gina Downey 0419 566 623

Email: juniorpresident@tooradinfc.com

Secretary: Kristine Simpson

Email: juniorsecretary@tooradinfc.com

Canteen Manager

Objectives

To manage the club's canteen operations on match days and at other events/functions as requested by the Committee.

Responsibilities

- Assist with preparation of annual canteen budget/forecast for overall budget planning
- Establish operating hours and prepare a volunteer roster
- Order all of the food and drink considered necessary to stock canteen in liaison with Senior Canteen Manager (if different)
- Personal availability to attend and run canteen and manage volunteers
- Arrange delivery/pick up of all items
- Ensure regular restocking of canteen throughout season
- Obtain and account for all floats that are required from Club Committee member
- Maintain appropriate records as required by Treasurer/Committee
- Ensure that Canteen and contents are secure at all times
- Keep Committee informed of all relevant matters
- Provide a report at each monthly meeting
- Ensure that the Canteen is kept in a hygienic manner, following safe food handling practices – a Safe Food Handling Course must be undertaken - will be paid by Club)

Relationships

- Reports to president and General Committee
- Liaises with Treasurer to maintain accurate record of performance and financial position of the canteen.

Time commitment - moderate – must be available for all games with responsibility to open and close canteen. Manage volunteers roster . Attend monthly committee meetings

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