Bacchus Marsh Little Athletics Centre

Position Description

Position Title:	CANTEEN MANAGER

Purpose of position:

The role of the Canteen Manager is to control the operations of the canteen at the Centre and special events as directed.

The Manager is responsible for the canteen financial management and operations of the canteen, to arrange supplies and coordinate volunteers as required to service the canteen operations.

Monthly reports of the canteen operations need to be provided and presented at monthly Committee meetings.

Compulsory Requirements:

- Current WWCC (or exemption as serving Police Officer or Registered as a working teacher with a current VIT registration).
- Have no prior convictions recorded for "financial impropriety" or be an undischarged bankrupt.
- Current Police Check (paid for by the Centre).
- Signed Child Safe Code of Conduct.
- Undertakes the role in good faith and honestly at all times.
- Act in the best interests of the Centre at all times.
- Current Food Handling and Safety qualifications.

Desirable Attributes:

- Ablilty to establish relationships with local businesses to ensure quality products and pricing.
- Strong organisational, communication and leadership skills.
- A commitment to health and safety regulations.

Specific duties include but are not limited to:

- Operating the canteen at all Centre events – weekly competition or other LAVic sanctioned events.
- Awareness of and compliance with LAVic's healthy foods policy.
- Ensuring compliance with Food Handling requirements.
- Arranging an annual inspection of the canteen premises to ensure compliance with the Food Act (Vic)1984.
- Arranging Cross Country BBQ Statement of Trade applications via the Food Trader Portal to ensure compliance with the Food Act (Vic)1984.
- Utilising Square to track stock, end of day sales, discounts, losses and volunteer handouts.
- Organising a roster of volunteers to assist in the canteen.
- Ensuring there is an appropriate menu available and that the canteen is well stocked for meets.
- Ensuring that all personnel in the canteen work to the Food Handling guidelines and standards.
- Ensuring that all canteen meet takings are counted, minus float and countersigned by the Treasurer.
- Managing the cleanliness of the canteen and cooking equipment including BBQ, steamers, air fryer and water jugs etc.
- Managing the can and bottle recycling collection for Tomra.

The estimated time commitment required as the Canteen Manager is 25 hours per week.