



Broadmeadow Magic Youth Football Club

Committee Roles

Job Title:

Canteen Manager

Objective:

To ensure that a stock management and procedure system is put in place and operable so the club canteen can be ran smoothly and without issues which will aid the financial status of the club at all times.

Responsibilities:

- Order stock on a weekly basis for game day (or as required)
- Undertake weekly stocktakes prior and at the conclusion of home games
- Ensure stock levels are sufficient for the week ahead.
- Report to the Operational Committee on a monthly basis.
- Provide all monies to Treasurer at the conclusion of a match day.
- Liaise with and coordinate volunteers for the canteen and BBQ for match day
- Ensure the running of the canteen during match day is correct
- Oversee the money handling of all volunteers entering the canteen

Accountability:

- The Canteen Manager is accountable to the Operational Committee

Essential Skills:

- Enthusiastic and well organised.
- Ability to keep sound records.
- Diligent with receipts and money.
- Ability to work with people of all ages & skills
- Honest and trustworthy.

The estimated time commitment required as the Canteen Manager is up to 8 hours per week