

PROCEDURE OUFC- PD 010

Canteen Manager

1 PURPOSE

The purpose of this Position Description is to control the documents and define roles and responsibilities regarding the position of Canteen Manager for OUFC.

2 SCOPE

Controlled documents include, but are not restricted to:

- Working with Children Forms
- Prohibited Employment Forms

Documents may be printed or in the form of computer data.

3 REFERENCES

Club Constitution
OUFC 001 Membership
OUFC 002 Executive Committee

4 RESPONSIBILITY

Canteen Manager	-Responsible and accountable for the management and control of Canteen Operations - Support the Executive in encouraging club members to adhere to and follow the constitution and Policy and Procedures.
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5 DEFINITIONS

Club: - Ourimbah United Football club
Committee: - The elected members of the managing body of the OUFC

6 ACTION / METHOD

Personnel and Technical Skill Requirements

- 1) Have good communication skills, with the ability to communicate professionally to all levels of the Club as well as outside stake holders. Strive to continually improve communications processes within the Club.
- 2) Maintain Canteen Resources and Records to professional industry standards.
- 3) Have basic small business knowledge or be willing to undergo training.
- 4) Encourage all members of the Club to observe the code of conduct.
- 5) The duties of Canteen Manager shall include but not limited to;
 - * Ensure the efficient and effective operation of the Canteen, including a monthly stock take.
 - * Responsible for ordering and maintaining all items of stock.
 - * Supply financial and stock records relating to the operations of the canteen to the Treasurer on a weekly / monthly report
 - * Prepare in consultation with the Fixtures Officer the team / parent roster for canteen assistance.
 - * Ensure that all OH&S and Food regulatory requirements pertaining to food storage and handling are adhered to.
- 6) Where possible, attend all official functions and major events of the Club.
- 7) The Canteen Manager shall, as soon as practicable after being elected, provide to the Club Secretary their address and contact details.

7 ACCOUNTABILITIES

The Canteen Manager is accountable to the Secretary and the members for the actioning of their duties and their professional conduct.

Title: Position Descriptions
Ref: OUFC –PD 010 Canteen Manager

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Document changes

The Quality Manager will ensure that all controlled copies are effectively updated.

External documents

At least once each year, the Quality Manager will check to ensure controlled copies of any external documents (e.g. Football Rules) are current. This check will be noted on the cover or label, signed and dated. Where the document held is no longer current it will be withdrawn, and replaced if necessary.

Revision History

<i>Revision</i>	<i>Date</i>	<i>Author</i>	<i>Notes</i>
1.0	4/11/10	Grant Cawley	Document Original