



# Canteen Manager

*General Committee Position*

---

## **Reports to**

**Treasurer / General Committee**

## **Special Skills Required**

- Accreditation in Food Handling
- Good understanding of food handling procedures
- Reliable & Responsible
- Energetic & Enthusiastic
- Trustworthy

## **Duties**

- Manage the Canteen co-ordinators
- Be the contact person for two way communication between co-ordinators, treasurer & general committee
- Give regular feedback/reports on canteen operation/issues etc to General Committee
- Ensure the canteen is safe and hygienic & meets health department requirements
- Set prices for canteen items to ensure profit margin in consultation with the Treasurer
- Help to establish what items will be sold at the canteen
- Implement ideas to increase/maximise canteen revenue
- Implement money handling procedures, including procedure for delivering money/invoices etc to the Treasurer at close of business
- Ensure the cash float is available for co-ordinators at start of season & return cash floats to Treasurer at end of season
- Complete an appropriate food-handling course (if not already accredited)
- Ensure all canteen helpers abide by food handling requirements and laws