



UWANFC Position Description – Canteen Manager

VERSION: 0.01

Overview

Ensure appropriate management of UWANFC canteen and bar on competition days and at other events and functions nominated by the Committee. To manage canteen and bar services for UWANFC home games and club events.

Responsibilities

- Opening and closing the canteen and bar on home game days (every second Saturday and every Sunday during the season (April-September), and ad hoc games outside of this period)
- Supervise canteen staff/volunteers as required and assist during busy periods.
- Liaise with the Volunteers Coordinator ahead of each game day (April-September) to understand gaps in the roster and fill where required.
- Prepare/keep up to date outline of duties for canteen volunteers.
- Act as the primary contact for all Canteen enquires.
- Establish canteen operating hours in consultation with the UWANFC Management Committee.
- Arrange for the ordering, receipt, storage, and display of food and drink items necessary to stock the canteen based on the following criteria:
 - Perishable items sufficient to satisfy the projected demand for the upcoming opening times.
 - Non-perishable items sufficient to ensure that they are likely to be sold prior to the end of the season and within use by date ranges.
 - Stock items that could be appropriate for football match consumption.
 - Purchase items that are cost effective and where possible and appropriate support major sponsors of either the club, University, or Football West.
- Obtain, and account, for any cash float that are required from the UWANFC Treasurer.
- At the end of each day's trading, in conjunction with the Treasurer or other designated UWANFC Committee member, count and balance the takings.
- Maintain appropriate records as required by the UWANFC Treasurer and/or Committee.
- Ensure that the canteen and its contents are secure at all times.
- Keep the UWANFC Committee informed of all relevant matters.
- Ensure all food is handled/served correctly.
- Option to attend UWANFC Management Committee meetings, provide input to relevant topics, and present a Canteen report when required.
- Notes: It is essential that a range of 'healthy' food is always available at the canteen.

Reporting:

This role will report to the UWANFC Management Committee, via the Club Culture Portfolio member and the Treasurer.

There will be regular correspondence with the Volunteers Coordinator and the Admin Manager



Role Expectations:

- This role would be approximately 6-9 hours per week of work between the end of March and September
- Hours are to be recorded in a time sheet in the UWANFC staff system at \$30ph (honorarium) and paid as a sub-contractor.
- This would include the delivery of the services listed above.

2023 Key Performance Indicators

1. Deliver a highly organised, annual season.
2. Maintain a healthy profit margin, to be agreed with UWANFC Management Committee
3. Work effectively with key UWANFC personnel to advance the delivery of canteen services for the Club.
4. All relevant food and health safety protocols are adhered to

Updating key documents

At the end of each year a key activity of the Canteen Manager will be to review, revise and advance the policies, procedures and internal systems of the Canteen with recommendations for the next season. This process builds sustainability with a focus on streamlining efficiencies.

Essential Skills and requirements

- A strong focus on customer service and member engagement.
- Must be punctual, reliable and operate with high personal integrity
- Must be very organised and have excellent communication skills.
- An ability to work independently and remain calm under pressure.
- Have high interpersonal skills with abilities to remedy issues.
- A Responsible Service of Alcohol certification or Approved Managers License would be desirable.
- A food Safety Supervisor Training certification is required (can be supplied by club)
- Hospitality or school canteen management experience would be beneficial.

Extent of Authority

Significant changes to this document require UWANFC Management Committee approval. This role operates within established budgets, guidelines, policies and procedures including any regulatory, legislative or contractual requirements.



Administration		
Responsible Manager:	Review Cycle:	Review Next Due:
UWANFC President	Annual	December 2023
Compliance References:		
UWANFC:	Organisational Policy reference <ul style="list-style-type: none"> • Constitution • Strategic Plan 	
Document Location:	<i>Insert hyperlink</i>	
Version:	Decision Reference and Synopsis:	Date Approved:
1.0	Document creation	January 2023