

Bangor Football Club Canteen Managers Job Description

Responsibilities,

- Responsible for the Bangor Football Club canteen Billa Rd Saturday and - The Ridge Sundays for the soccer season approximately 18 weeks.
- Responsible for planning, organizing and monitoring the operations of the canteen.
- Responsible for ordering, purchasing, and checking all supplies against invoices and delivery dockets.
- Responsible for ensuring that any cleaning related to the main function of the canteen is carried out (e.g. wiping down benches, cleaning equipment, dusting, sweeping, and moping).
- Required to have the knowledge in food safety to ensure that correct food handling and hygiene practices are performed to prevent food spoilage, contamination and subsequent food poisoning.
- Required to ensure all canteen volunteers are familiar with correct food handling and hygiene practices.
- Required to reduce wastage by appropriate ordering and catering for the day.
- If duty teams fail to attend, organising with the committee person on duty alternatives.

Finance

- Responsible for counting the day's takings in conjunction with the Committee person on duty at the days end.
- Reconciling of ETPOS machine and cash register.
- Ensuring all invoices are forwarded to the treasurer for payment.
- All Roo Ball Referees receive their payment upon presentation of their dockets.

Accountable to

- Bangor Football Club Committee – Canteen Committee Officer.
- Required to file a report to the Canteen Committee Officer who will present at the meetings.