

# Canteen Manager Job

Paid casual position



## Heartbeat of game-day hospitality

Below is a breakdown of the role, divided into key responsibilities, skills, and requirements.

### Core Job Responsibilities

#### 1. Operational Management (Game Day)

This is a casual position with working hours primarily on Saturdays and Sundays from 8:00am to 4:00pm.

The role also requires availability for a mid-week day to manage goods delivery and setup, as well as occasional Friday night shifts when needed. Please note that all days and hours are subject to change depending on operational requirements.

- **Food Preparation & Service:** Cooking and serving hot/cold food (fries, sausage sizzles, pies, snacks)
- **Cleanliness:** Maintaining high standards of hygiene and cleaning the canteen area in accordance with food safety regulations.

#### 2. Stock & Supplier Management

- **Ordering & Stocktake:** Ordering stock from suppliers and conducting regular inventory checks to monitor sales and minimize wastage.
- **Supplier Relations:** Arranging for pick-up/delivery of food items and managing relationships with suppliers.

#### 3. Volunteer & Staff Management

- **Rostering:** Creating and managing a roster for volunteers/paid (usually parents or players) to ensure the canteen is staffed on home game days.
- **Training & Supervision:** Providing orientation to new volunteers regarding food safety, equipment uses, and sales procedures.

#### 4. Financial & Compliance Duties

- **Cash Handling:** Counting and balancing takings, handling the cash float, and delivering funds to the Treasurer.
- **Compliance:** Ensuring compliance with Food Safety regulations (handling, storage, and disposal of food).

#### Key Skills and Requirements

- **Food Safety Certification:** A current Food Handling Certificate or Food Safety Supervisor qualification is essential.
- **Communication & Organization:** Strong skills in managing volunteers and dealing with suppliers.
- **Reliability:** Ability to be present on early match-day mornings.
- **Customer Service:** Friendly demeanour, able to interact with spectators and players.

This role is described as the "heartbeat of game-day hospitality," directly impacting the club's atmosphere and fundraising efforts.

Pay range \$35 – \$45 per hour

Send your cover letter and resume to [admin@westaranahillsrlfc.com.au](mailto:admin@westaranahillsrlfc.com.au)