



Junior Canteen Manager

The role of the Junior Canteen Manager is to run the canteen efficiently and profitably whilst providing high quality & healthy food options to customers.

The Junior Canteen is predominantly run at Amaroo Oval over 14 weeks (plus finals if hosting) commencing on 5th May 2018.

The Canteen Manager is expected to be positive & enthusiastic, have good planning, organizational and interpersonal skills enabling them to communicate effectively with the Junior Committee and to provide the best customer service.

Responsibilities

- Provides healthy menu options as per the clubs' Good Sports Accreditation & in line with the club's 2017 Healthy Eating Club of the Year Award.
- To run the canteen profitably
- Be aware of current Food Handling & Hygiene Laws
- Provides a safe work environment
- Be responsible for the economical ordering of all stock, recording & maintenance of stock levels
- Ensure invoices are paid
- Be responsible for the handling, reconciliation, banking & reporting of all monies.
- Establish effective procedures for the canteen's operation
- Facilitate a happy, supportive & productive canteen environment
- Ensure volunteers are briefed & aware of all canteen procedures/guidelines
- To be available set up and pack up the canteen on game days

Relationships

- Liaises with the Junior and Senior committees as required.
- Liaises with all club members, volunteers & external stakeholders

Accountability

Reports to the Junior Committee who is responsible to the Board

Honorarium

An honorarium is an honorary reward for voluntary services.

The Jets are willing to discuss the payment of a small honorarium to the Canteen Manager in recognition of the time and efforts spent managing the canteen.

While it is up to the individual to determine whether or not payment of an honorarium is to be classified as Assessable Income by the ATO, from a Jets perspective, this payment is not provided as remuneration or as a consequence of employment, is not legally required or expected and there is no obligation on the part of the Jets to make the payment.