

# Scarboro Surf Life Saving Club

## Job Description – Canteen Manager



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### 1. Position

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Canteen Manager – V070419

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### 2. Position Purpose

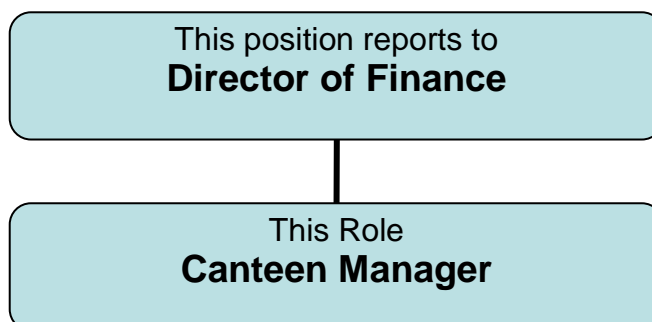
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Responsible to the Director Finance for the management of the Club canteen

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### 3. Key Relationships

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### 4. Approved at Board meeting 7/4/2019

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### 5. Mandatory Requirements

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Be in possession of a current State Government Assessment Notice in the form of a Working with Children Check Card (which details name, date of birth, notice number and expiry date) issued under the *Working with Children (Criminal Record Checking) Act 2004*.

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### 6. Major Responsibilities

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- Ensure compliance with all relevant City of Stirling & Health Department requirements
  - Responsible for the purchasing and maintaining canteen stock
  - Recruitment of volunteer canteen staff and development of roster
  - Ensure that canteen staff are correctly trained, qualified as appropriate and supervised
  - Ensure that canteen staff comply with relevant Club policies
  - Determine canteen operational hours in consultation with Board and Club policies
  - Annual stocktake of canteen supplies
  - Manage cash in accordance with directions from Director Finance
  - Comply with the Club's constitution, policies and directions of the Board
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### 7. Primary Accountability

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Canteen staff recruited, trained, rostered and supervised	Canteen takings calculated and lodged as per Club requirements
Canteen operational hours meet Board directions	Meetings attended and reports submitted as and when required
Canteen stocks meet demand as advertised	Health regulations, relevant Club policies and Board directions are complied with

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### 8. Required Competencies

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- Ability to organise and delegate tasks
  - Understanding of budget compliance
  - Communicate effectively and possess good interpersonal skills
  - Maintain confidentiality on relevant matters
  - Understanding of cash management and handling
  - Understanding of the Club's constitution and policies as applied to operations of the Club canteen and facilities generally
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