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## Canteen Operations

### **Objective**

- To provide an appropriate canteen service at all home games and at other times as agreed.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

### **Responsibilities**

- Ensure that an adequate food safety plan is in place for canteen operations
- Hold a current food safety certificate
- Ensure that adequate equipment is available for providing the canteen services
- Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase goods from canteen
- Ensure goods are purchased at the best (but not necessarily the cheapest) rates possible
- Ensure goods purchased are in line with WRFL requirements.
- Ensure that the canteen is open for business from the commencement of the first game at home games
- Account for all purchases and receipts, floats and banking of takings each week
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President or Executive Committee
- Be available or have someone able to take delivery of produce on arranged day. (Friday)

### **Relationships**

- Reports to the Club Executive
- Liaises with the Club Executive
- Liaises with official Club suppliers & stakeholders
- Training of junior staff/helpers in canteen

### **Accountability**

- Accountable to the Club Executive & Committee
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action
- Hold a current Working with Children card aligned to Williamstown Juniors Football Club