



## Canteen Operations

### **Objective**

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

### **Responsibilities**

- Ensure that an adequate food safety plan is in place for canteen operations.
- 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 that the canteen is open for business from the commencement of the first game at home games.
- Account for all purchases and receipts.
- Ensure the canteen is cleaned at the end of each day and ready for the next group who may use the venue.
- Assist other General Committee members in their duties as required.
- Undertake tasks at the request of the President or General Committee.

### **Relationships**

- Reports to the General Committee.
- Liaises with the President.
- Liaises with Pulteney Grammar School.
- Liaises with official Club suppliers & stakeholders.

### **Accountability**

- Accountable to the President and General Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.