

PIRATES SOFTBALL CLUB WA INC

JOB DESCRIPTION FORM

CANTEEN MANAGER

The Canteen Manager is responsible for the operation of the canteen and bar during the winter season and any functions held by Pirates Softball Club WA Inc.

Responsible to:

The Canteen Manager is directly responsible to the President of Pirates Softball Club WA Inc and members of Pirates Softball Club Inc.

Responsibilities and Duties:

The Canteen Manager should:

- Be available to open and close the canteen at all winter home games and/or functions where the Club is operating a bar or canteen
- Possess the required Responsible Service of Alcohol Certificate (compulsory)
- Be aware of and adhere to the requirements of the Health Act and local council by-laws in relation to the operation and management of the canteen
- Ensure that any other staff serving in the canteen are apprised of the current requirements of the Liquor Act, Health Act, local council by-laws and adhere to RSA requirements
- Ensure that any staff serving alcohol have their RSA Certificate
- Keep a folder of copies of the RSA Certificates for members of Pirates Softball Club WA Inc to ensure compliance with the Liquor Act
- Set out the service area at all home games for the service of alcohol
- Plan and set a food menu for the canteen and other functions (as required)
- Plan and set a drinks menu for the canteen (as required)
- Plan a budget for the operation of the canteen and ensure the budget is adhered to
- Present written reconciliation reports to the committee at each monthly meeting (during the period of operation of the canteen) for all incoming funds and outgoing funds of the canteen

Knowledge and Skills Required

Ideally the Canteen Manager is someone who is:

- Well organised
- Has good communication skills
- Has basic financial skills

Estimated Time Commitment Required

The estimated time commitment required as the Canteen Manager of Pirates Softball Club WA Inc is an average of 2 to 5 hours per week (for home games during winter). The Canteen Manager is appointed for a maximum term of 15 months.