

POSITION DESCRIPTION

Canteen Manager



The Caulfield Bears Junior Football Club (CBJFC) is a not for profit community junior sporting organisation based at Koornang Park in Carnegie. We are currently recruiting for the services of a Canteen Manager to oversee the running of our busy canteen during the junior football season (April - August).

HOURS REQUIRED

This position requires attendance in the Canteen every Sunday during the football season (approx 15 weeks, with breaks during school holidays). Hours vary depending on the home ground fixtures, but typically from 8.00am to 5pm, plus 1-2 hours of shopping to be carried out during the week in preparation for Sunday.

DUTIES

- Management of canteen operations on match day
- Plan items for sale with assistance from Committee
- Ensure canteen is adequately stocked at all times
- Ordering and receiving all items from suppliers
- Responsible for cash takings on match days and managing an expense card for stock ordering
- Direct the duties of volunteers on match days

As one of the key customer facing roles within our Club, this role is best suited to someone who enjoys providing excellent customer service whilst being the face of CBJFC.

This is a paid position with an hourly rate paid weekly.

SKILLS AND EXPERIENCE

Ideally suited to an experienced hospitality individual seeking weekend work or a parent seeking employment outside of school hours. Training will be provided for the ideal candidate, but applicants with experience in food preparation and cash handling will be highly regarded.

A working with children check is a pre-requisite for employment at the CBJFC.

For further information or to apply, please contact Club Secretary, **Rebecca Kovac** on cbjfcsecretary@gmail.com