

# POSITION DESCRIPTION

## Canteen Manager



The Caulfield Bears Junior Football Club (CBJFC) is a not for profit community junior sporting organisation. We are currently recruiting for the services of a Canteen Manager. Based at our second home ground, East Caulfield Reserve in Caulfield, we require an individual to oversee the running of our busy canteen during the junior football season (May - August).

### HOURS REQUIRED

This position requires attendance in the Canteen every Sunday during the football season (with breaks during school holidays). Hours may vary depending on the ground fixture, but typically from 7.30am to 4pm.

### DUTIES

- Management of canteen operations on match day
- Ensure canteen is adequately stocked at all times
- Responsible for cash takings on match days
- Direct the duties of volunteers on match days
- Car is essential in order to collect food.

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,  
**Peter Bremner** on **0412 326 942** or email **vicepresident@caulfieldbears.com.au**