



## ***POSITION DESCRIPTION***



**SOUTH CROYDON FOOTBALL CLUB INC.**

**Date: 2013**

**Title: Canteen Manager**

**Incumbent:**

### **Description:**

To manage and oversee the "canteen" operation for all South Croydon Football Club activities.  
Provide good quality food and beverages at a reasonable price in a clean and healthy environment.

### **Responsibilities:**

- Ensure canteen is well stocked for all SCFC activities and to maximise sales.
- Provide fresh products.
- To review costs and ensure that the club purchases from the best source.
- With the aid of the treasurer set prices in line with market pricing whilst protecting SCFC margin.
- Ensure that the canteen is staffed for all functions.
- Ensure that all cash is passed on to Treasurer.
- Ensure that the canteen area is always neat and tidy.
- Ensure that the SCFC is compliant with relevant council food safety program requirements.

### **Key Criteria:**

- Quality food and beverages sold.
- Sales and profit margin achieved.
- Customer satisfaction.
- Compliance with council food safety program.

### **Internal/External Relationships:**

- Customers, club members, players
- Suppliers
- All committee personnel

**Signed:**

**Date:**