**Important Note:** This Position Description has been provided as a general position description only. Please edit the logo and content to ensure it reflects the needs of your organisation and delete this message prior to releasing the Position Description

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| **Position Title:** | **Canteen Manager** | | |
| **Reports to:** | Executive & General Committee | **Direct Reports:** | N/A |
| **Employment Status:** | Volunteer | | |
| **Time Commitment** | Approximately 5 hours per week during the season, except for clinics, meetings and other organised events arranged by the committee | | |
| **Netball Victoria** | Netball Victoria is a not for profit, member based organisation which is governed by a volunteer Board of Directors.  It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia.  Netball Victoria exists to improve people’s lives. Our identity anchors of: ‘*We enable each other shine’,’ We have no limits; we’ve got this’, and ‘We are leaders’ –* inform who are, both individually and collectively, and therefore how we take up our organisational roles.  The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services and People & Culture, Participation and Product Development, Finance, and Communications, Marketing and Partnerships. | | |
| **Commitment to Child Safety** | We require all applicants to undergo background checks and screening prior to or during any appointment. Netball’s Commitment Statement to Safeguarding Children and Young People and other important information can be found at <https://vic.netball.com.au/child-safety-netball>  At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.  **Netball Victoria Commitment to Safeguarding Children & Young People**  Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability. | | |

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| **Primary Purpose of Position** |
| * Provide an appropriate canteen service at all games and other times as agreed * Provide support to the Executive and Committee in relation to canteen operations |

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| **Key Responsibilities** |
| * Prepare a budget and monitor it carefully, accounting for all purchases and receipts * Keep the canteen accounts up to date and funds reconciled with sales * Keep proper record of all payments and monies received * Ensure that an adequate food safety plan is in place and meets all health and safety requirements required by local council. * Establish a menu of goods for sale that provides variety that will attract all members and visitors to purchase from the canteen * Ensure the canteen is stocked according to estimated demand * Ensure that the canteen is open for business from the commencement of the first game * Liaise with the committee with regards to upcoming activities/events that may require alterations to the normal stock purchase * Create and manage a roster for all persons volunteering or working in the canteen * Ensure refrigerators and dispensing equipment is properly maintained and serviced * Provide a monthly report on canteen operations to the committee * Seek ratification from the appropriate committee member prior to committing the Association to any financial expenditure or action |

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| **Knowledge, Skills & Abilities** |
| * Well organised, friendly and hospitable * Able to delegate and supervise staff * Able to keep and maintain records and manage financial records * Ability to organise and maintain product and fully serviced canteen * Able to work in a logical orderly manner * Ethical, honest and trustworthy and dedicated to the association * Dedicated Association/Club person |

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| **Other Requirements** |
| * Induction Training * Police Check * Working with Children Check * Other (please specify) |