***NOTE:  This Role Description has been provided as a guide only.  Please edit as necessary to reflect the requirements of your Club.  Please delete this message prior to circulating this document.***

**Canteen Manager**

The Canteen Manager is responsible for overseeing the efficient operation of the Karting Club’s canteen during race days, recreational karting activities, and other events organised by the Club.

**Responsible to**: The President

**Desired Skills:**

* Strong organisational abilities.
* Sales experience.
* Proficiency in financial management.
* Exceptional interpersonal skills.
* Record-keeping proficiency.

**Key Roles & Responsibilities:**

* Uphold the vision, purpose, values, and priorities of Karting Australia, the State Karting Association, and the Club.
* Collaborate with the Committee to devise an annual canteen budget/forecast.
* Develop and coordinate a canteen roster for volunteer assistance.
* Source and order all food and drink items required to stock the canteen initially.
* Determine and establish a price list for all available items.
* Coordinate the pickup/delivery and appropriate storage of all canteen items.
* Ensure constant and adequate stocking of the canteen throughout the karting season.
* Guarantee that all canteen volunteers receive proper training, including safe food handling and responsible alcohol service (if applicable).
* Oversee canteen volunteers, providing support as necessary throughout the season.
* Procure and reconcile any cash floats as needed from the Treasurer.
* Keep precise records of all sales and purchases for the Treasurer’s review.
* Ensure the security of the canteen and its contents at all times.
* Provide the Committee with timely updates on sales and any other pertinent details.
* Prioritise hygiene within the canteen, strictly adhering to safe food handling practices in accordance with local and state regulations.
* Emphasise and promote the availability of healthier food options.
* If alcohol is served, ensure the procurement of the requisite licenses, adherence to liquor license laws, and champion responsible drinking at all times.
* Regularly update and display the Club’s policies concerning food and alcohol service.
* Actively market the canteen through the Club website, social media channels, newsletters, etc.