

## **Canteen Manager (Officer for Canteen) Roles and Responsibilities**

---

All DAC Office Bearer/Executive and Committee Members must:

- At all times work to uphold and implement the Objects of DAC as outlined in Section 3 of the Constitution.
- Model and implement ideal conduct as defined by the Constitution and the *DAC Behavioural and Guidelines and Codes of Conduct*.
- Attend committee meetings on a regular basis and complete actions delegated at these meetings.
- Provide Working With Children Check details to the Member Protection Information Officer.

### **Overview of the Canteen Manager role**

The Championship Manager is responsible for the management of all aspects of the Centre Canteen including annual planning of menu and other items, week to week canteen management and pre- and post-season stocktake and cleaning.

### **Specific responsibilities**

The Canteen Manager shall:

- I. Plan and implement the management of all activities in catering whenever competition is held at the Centre.
- II. Be responsible for all ordering of the canteen stock, with financial arrangements as decided by the Executive Committee Members.
- III. With the Treasurer, arrange for a cash float to be available for the weekly running of the canteen.
- IV. With the Executive, set prices for canteen items.
- V. With the Officer for Track and Field and where required the Officer for Championships, determine volunteer requirements for regular and special events.
- VI. Count proceeds after each competition and receive a receipt from the Treasurer.
- VII. Provide receipts from the ordering of stock to the Treasurer.
- VIII. Keep a clear record of all orders and takings.
- IX. Submit a written report to the Secretary for inclusion in the Annual Report of the Centre.