

# Tuggeranong Netball Association



TUGGERANONG  
NETBALL  
ASSOCIATION INC

## DUTY STATEMENT

Position:	Canteen manager
Executive:	No- Reports to VP Administration

### Duties

1. Manage the functions of the Canteen.
2. Create and manage the yearly budget for the Canteen.
3. Oversee the ordering of canteen stock.
4. Regularly undertake stock takes.
5. Ensure food serving areas are kept in a clean and tidy condition.
6. Regularly review the canteen procedures.
7. Ensure correct food handling measures are followed and operate in accordance with the food safety requirements as set by the Food Act 2001
8. Provide assistance to duty teams rostered during the winter season.
9. Assist with collection and counting of takings during the season.