

Southside BMX Club

ROLES AND RESPONSIBILITIES

CANTEEN MANAGER

The Canteen Manager is required to:

- Work within the budgetary guidelines set by the Committee;
- Plan, purchase, prepare and sell goods in the canteen on a weekly basis;
- Keep the canteen in a clean and hygienic state at all times;
- Report any equipment faults to Committee;
- Attend monthly Committee meetings;
- Complete the canteen takings form on a weekly basis and hand money and form over to the Treasurer;
- Delegate canteen duties to other committee members as required.