

Duty Statement Canteen Manager

The following is the Duty Statement of the Mt Annan Mustangs Soccer Club Inc Canteen Manager:

- a. To ensure the efficient function of the canteen facilities located at both Wandarrah Reserve and Birriwa Reserve.
- b. Ensure that both facilities are fully functional and appropriate stock is provided.
- c. Ensure that the canteen float is collected from the treasurer.
- d. To purchase sufficient stock for sale at both facilities.
- e. To produce a sufficient team roster by all teams to man both facilities.
- f. To instruct on the use of canteen equipment ie cash register and use of the canteen safe.
- g. Produce a detailed list of stock prices and display in appropriate area.
- h. Attend the canteen 45 minutes prior to opening on Saturdays and Sundays when games are programmed.
- i. Purchase any additional stock that may be required when needed.
- j. Attend the facility 30 minutes prior to the completion of the day's activities.
- k. Collect all monies received from the day's takings and forward to the Treasurer.
- l. Restock the canteens for next day of trading.
- m. Secure the canteen.