



McCrae Yacht Club Inc.

Reg. No. A 0018202 N

ABN 91 736 526 581

Postal Address: P.O. Box 20, McCrae, Vic. 3938

690 Point Nepean Road, McCrae, Vic. 3938

Club House Telephone: (03) 5986 1361

Canteen Manager - Position Description

Overall Roles and Responsibilities

The Canteen Manager role provides for the management and operation of the Canteen and the Canteen Area

Reporting

This position reports to the General Committee via the Rear Commodore.

Responsibilities

The specific responsibilities of the Canteen Manager position include:

- Arrange for Canteen to be opened on programmed club days
- Work with Canteen Providedore in sourcing, managing and order of stock along with stock selection
- Stock control
- Preparing stock orders and maintaining stock levels
- Ensure canteen is left in a tidy state
- Local government laws are complied with
- Food handling management & procedures are complied with
- Canteen equipment is maintained in good working order

Authority to Act

The General Committee has delegated the following authorities to this position:

- Incur expenditure in line with the approved budget
- Recommend pricing and margins

- Manage repairs of canteen equipment
- Make recommendations for purchase of capital items

Appointment Process

Each year, at the time the General Committee publish the notice of Annual General Meeting, the General Committee will publish an Expression of Interest for appointment to the position of Canteen Manager

At the first meeting of the General Committee following the AGM, the General Committee will:

- consider the members who have expressed an interest in being appointed to the position
- appoint that member who the General Committee considers most appropriate to serve in the position
- publish the names of the member appointed to the position

If a casual vacancy occurs or no members submitted an EOI then the General Committee can seek further EOI's for appointment to this position.

At any time the General Committee can remove the member appointed to this position by following the steps detailed below:

- receive a written report from a Director that articulates the reasons to consider removing the member from the role
- provide all Directors with one week's notice of meeting with an agenda that includes the report
- the motion to remove the member must be supported by a minimum of five Directors