



# Role Description

## KITCHEN MANAGER

Time commitment required as KITCHEN MANAGER is 10 hours approximate per week (home game weeks).

### Reports to

Club and Facilities Director – Barossa District Football and Netball Club Committee (BDFNC) with support from the Netball, Football and Management Committees.

### Purpose of the role

To oversee the management of the kitchen and provide an appropriate food service at all home games (or liaise with caterers), Thursday night dinners and at other times agreed to provide great service and food offering for our members and guests and to maximise revenue. The Kitchen Manager will also liaise with external catering organisations that will service both BDFNC and external events booked at Barossa Park. Ensure the efficient management of the Club kitchen activities.

May be shared role with representation and support from Barossa District Football Club and Barossa District Netball Club. Provide advice and requests to BDFNC, and leadership to other volunteers working in and in connection with the kitchen service.

### Qualifications & Desirable Characteristics

- Good communication and relationship skills
- Strong time management, organisational and decision-making abilities
- Honesty, reliability, flexibility, commitment and good work ethic
- An understanding of Work, Health and Food Safety regulations a kitchen environment (Food Safety Training required and supported by the Club)
- Ability to work within an approved budget
- Experience with online point of sale system and cash handling
- Working with Children Check

### Duties and Responsibilities

Prior, during and post season duties for the Kitchen Manager include but are not limited to:

- Recommend an appropriate annual income and expenditure budget for approval by BDFNC.
- Ability to develop relationships with suppliers for efficient ordering and delivery processes.
- Prepare and publish a required roster structure at the commencement of each season detailing the number and type of volunteers required for match days and other agreed times.
- Work with Volunteer Coordinators and Club Presidents to fill out the roster for match days, Thursday night dinners and other agreed times.
- Ensure the organisation and set up the kitchen operating environment to ensure it is safe, clean and practical.
- Provide an orientation day / time for new volunteers regarding kitchen preparation and equipment, products, sales and other procedures.

- Establish a selection of meals that provides variety that will attract all members and visitors to purchase for approval by BDFNC Management.
- Recommend a pricing structure to ensure all goods are purchased at the best (not necessarily the cheapest) rates for approval by BDFNC Management.
- Ensure the kitchen is serving meals at agreed times for Club functions and other agreed events and adequate stock available for service.
- Ensure there is an appropriate cash float in place to commence the operations of the kitchen and this amount be submitted for approval by BDFNC Management.
- With two approved persons, count and record canteen takings after the completion of activities at each home game. Cash to be stored securely in Club safe.
- Monitor stock and dispose of and order/replenish ingredients when required.
- Organise a large clean out at the end of each season.
- On request, provide a report on what's working well, what needs improvement and any additional expenditure requests for approval as part of BDFNC agenda.
- Review revise and update this Role Description to ensure it continues to reflect the requirements of the role.

**Time Commitment:** 10 Hours (approximate) per week (home game weeks) or as requested.