

Joondalup Kinross Junior Football Club Canteen Policy 2006

A canteen policy is a statement that clearly identifies the role of the canteen in the Club and clarifies the principles and values which guides its operations.

It helps to maintain a focus and provide direction and is a guide to decision making.

A canteen policy should reflect the values of the Club and be consistent with other policies for Not For Profit organisations.

Role of the Club Committee

The Club committee is accountable to the membership for the management of the Club canteen. The canteen may forward recommendations to the Club Committee, for instants in matters of policy and finance, but the Club Committee shall have the final say.

Development of the canteen policy, committee will review the policy and make the final decision.

Review the position of the canteen manager at the end of every season, and the amount of payments provided at the end of every contract year.

Involvement in selection of an Canteen Manager who will be appointed by the Club committee.

Formulating the job and person specifications for the position of manager.

Supporting, encouraging and acknowledge the efforts of paid and voluntary workers.

Fostering support for the canteen from the membership, community.

Transactions concerning the Club canteen shall be kept in a separate Club canteen account in the name of the canteen.

Range of duties of the Canteen Manager.

Effectively manage and run the Club canteen.

Arrange the purchase of stock as approved by the committee. Manage the selling of all goods, the setting of prices and be responsible for the accounting of all monies.

Make decisions on the menu and approving selling prices of new items and price changes. Review the menu after each weekend and make changes if necessary, remove foods that don't sell and develop new ideas for the menu.

Make sure the canteen makes the required profit margin and control the canteen budget.

Be involved in all the decisions regarding the volunteers in the canteen, help developing the volunteer schedule and organise volunteer meeting (get togethers).

Make sure volunteers stay informed about changes and development in the canteen.

Ensure a stock take is carried out at the end of each weekend.

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Monitoring the condition of facilities and equipment and make recommendations to the Club committee where necessary.

Have meeting once a month with the Vice President Administration, preferable 1 week before the committee meeting, so the minutes can be presented at that meeting.

Keeping the Vice President Administration well informed on all the canteen matters.

Role of the Club canteen

Why does the canteen exist?

The canteen exists to provide a service to players, parents and friends of both the JKJFC and visiting Clubs.

What are the aims of the Club canteen?

The Club canteen aims to operate efficiently at a profit with adequate records kept for all areas of operation.

The Club canteen aims (but not limited to) to offer and actively promote a variety of nutritious food and encourage children to make healthy choices. (Food low in fat, salt and sugar and high in dietary fibre).

The committee aims to present a vibrant canteen to the Club community, in that it should be a happy place for people to visit and feel they have received value for money.

The committee aims to provide a friendly environment for the canteen volunteers, it should not be work, but the canteen should have also have a social aspect, a place were parents get to know each other and get to know the Club community.

Operation of the canteen

Hours of operation: (starting April 2006 – 28th August 2006)

Saturday 8.00am - 11.30am

Sunday 8.00am – 17.00pm

(Should games not be scheduled at Windermere on Sunday afternoons the Canteen will close after the last game is played)

The Club committee employs a canteen Manager for 12.5 hours a week, 3.5 hours on Saturday and 9 hours on Sunday, however the manager is allowed some flexibility in dividing his/her hours dependant upon the canteen Managers arrangement of volunteer assistance.

A copy of the job description is included in the JKJFC Constitution.

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Ordering:

The canteen manager is responsible for the ordering, and delivery of produce to the canteen. The canteen manager is responsible for keeping receipts and invoices and passing these on to the Club treasurer.

The treasurer is responsible for writing cheques for supplier payments and the salary payment for the canteen manager. The canteen manager will liaise with the treasurer in regards to all monies received and payments to be made.

Profit:

How much profit do we anticipate to make?

The canteen is required to make profit to pay for the manager's wages and the cost of the goods, in accordance with the Club budget 2006.

Who decides how the profit is spent?

The Club committee will decide after each AGM.

What is the pricing policy?

The canteen committee aims to have a turn over of \$18,500.00, with expenses of \$13,00.00 (stock item incl. GST x 1.5)

Healthy food doesn't need to go over the 1.5 turn over, the Club committee promotes healthy choices, we might use a higher turn over for junk food or items that are good value for money.

Discounts from suppliers will not generally be taken in account within the pricing policy per item, they will provide extra revenue to the canteen.

The canteen manager should keep in mind that the canteen menu should be affordable to our whole Club community.

Bookkeeping:

The canteen keeps a cash float of \$200.00.

Every weekend the canteen manager or volunteers (Treasurer) will put this money back in the cash float bag together with the keys.

The canteen manager is responsible for counting the daily takings, he/she will use the daily cash takings to add the money, the Club Treasurer will bank the money for the canteen manager.'

The canteen manager is responsible for the stock take at the end of every week. He/She will not allow any credits to any purchasers and all transactions are strictly cash.

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The Club Treasurer is responsible for the payment of the bills and the profit and loss record at the end of every month.

Nutrition and food sold:

The canteen will endeavour to provide and promote a wide range of healthy food, but will ensure that “Hot Dogs” are always for sale along with hot pies and sausage rolls.

The canteen aims to only sell healthy lollies (no added sugar) and snacks (honey).

The canteen aims to promote 100% fruit juice drinks, and mineral water, however soft drinks and sports drinks will be made available.

The canteen manager will use healthy symbols on the menu to identify the healthy choice.

Who makes the decisions about the selection of food:

The Club committee will have the ultimate say in what products are to be sold, but the canteen Manager will review and make recommendations to the committee if He/She believes changes are required.

The canteen manager will review the menu twice a month.

The canteen manager should review information regarding the amount per item sold, and can use this information to make changes or remove items that don't sell from the menu.

The canteen manager should stay informed about new items suitable for the canteen menu and inform the Club committee about these items at the monthly meetings.

Promotion:

How is the canteen promoted in the Club community?

On a small white board placed out the front of the canteen.

In the fortnightly Club Newsletter.

Hygiene and food safety:

Guidelines for food and safety handling.

The canteen manager is responsible for the training of the volunteers regarding the food and safety handling, the guidelines are displayed in the canteen.

The Canteen Manager is to give each new Volunteer a short introduction on food and safety handling before they assist in the Canteen.

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Volunteer Assistance:

Who decides which workers/volunteers can assist in the canteen?

The Club committee will encourage volunteers to assist as required in the canteen.

The canteen Manager will have the authority to reject a volunteer should the volunteer not be suitable to work in the canteen. Suitability should be based on a person's communication skills, hygiene, responsiveness to directions and general maths skills.

A volunteer should not be in the canteen if the above are not met.

A volunteer should not be excluded due to personal prejudice.

Insurance:

Which insurance policy covers the canteen workers/volunteers?

The canteen manager and volunteers are covered under the Club's insurance policy for accident only.

Note: children under the age of 15 are not permitted in the Canteen for safety reasons.