

Goulburn Rugby Union Football Club

Job Description



COMMITTEE – MERCHANDISE & CANTEEN OFFICER

The Recruitment and Retention Officer chairs the Recruitment and Retention Committee and liaises to the Committee as a whole of their activities and suggestions. In most instances, the Merchandising & Canteen Manager shall seek to appoint a Canteen manager that reports to them, but in the absence of that the Merchandise & Canteen Officer will run the canteen or organise for rosters to ensure the appropriate running of the canteen.

RESPONSIBILITIES

The Merchandise & Canteen Officer shall:

- Assemble and chair a Merchandise & Canteen Sub-committee which must include members of the senior playing group (among others) to determine merchandise to be ordered and to determine the canteen menu.
- Liaise with Treasurer regarding Canteen costs.
- Ensure playing kit and first merchandise order are all in place before January.
- Ensure canteen operators include members with the RSA, and ensure the regular upskilling of canteen workers with this qualification.
- Ensure the canteen is not in breach of food or beverage service requirements.

KNOWLEDGE AND SKILLS REQUIRED

Ideally the Merchandise & Canteen Officer is someone who:

- Has a network of merchandise contacts
- Has a network of suppliers to the club's canteen
- Can communicate effectively
- Can meet timelines
- Is well informed of all organisation activities
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees

SUB-COMMITTEE INVOLVEMENT

- Merchandise & Canteen