



# Tuggeranong Archery Club

## Role Description

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### Canteen Manager

#### Role Statement

The role of the Canteen Manager is to

#### Reports to:

- Committee 3

#### Desirable Attributes:

- A knowledge of the Archers Diary administration and/or good computer skills.
- An attention to detail.

#### Specific duties include but are not limited to:

- Buy stock as required
- Ensure forms are printed out
- Ensure cash is received, is handed to the treasurer for banking
- Be in attendance at all major events held by the Archery Club
- Ensure the cleanliness of the canteen