

Job Description for the Canteen Manager at American Legion Post 233

American Legion 233
Palm Valley, Florida
Job Description (Updated 2-1-2017)

Job Position Title: Canteen Manager

Employee Name: _____

Reports to: House Committee Chairman (or Post Commander)

Classification: Exempt (salary) and must meet current Department of Wage and Hour Requirements

Date Approved: March 12, 2015

Job Summary:

This is a management level position responsible for managing all hands-on operational aspects of the canteen and kitchen activities on a day-to-day basis. In addition, manage bartenders', manage kitchen food services specialist, cleaning personnel, volunteers, and contractors employed by Post 233.

Key Duties:

- Supervise and manage the day-to-day schedules (shift changes) during operating hours.
- Responsible for hiring, training and disciplinary actions of bartenders and kitchen food services specialist to include the termination of an employee(s) if required.
- Preparation of payroll on a weekly basis and submit for approval to the Finance Officer (or designated representative).
- Preparation of payroll taxes each month and submit for approval to the Finance Officer (or designated representative).
- Prepare, complete documentation for canteen deposits on Monday's and Friday's and delivery to the bank. Copies of all receipts are submitted to the Finance Officer.
- Prepare all bartenders' shift bags with sufficient funds and accountability.
- Coordinate with vendors to ensure adequate supplies of liquor, beer and soda to include all bar condiments (limes, lemons, etc...). This includes basic kitchen supplies, and may be acquired from any local grocery store.
- Ensure all Post gaming machines are adequately supplied and accountability of all monies received.
- Ensure appropriate office supplies are procured to include paper, writing utensils, ink cartridges, etc...)
- Balance weekly all funds received from Pull Tabs and Bingo activities.

Job Description for the Canteen Manager at American Legion Post 233

- Review all Incidents Reports and inform the Post Commander of incidents for referrals to insurance company when necessary.
- Schedule kitchen cleaning on a monthly basis via contractors and/or volunteers.
- Schedule septic tank cleaning every six months.
- Prepare Post Email Communications identifying Post Weekly Activities and maintain an up-to-date data base of membership.
- Submit (monthly) updates on Post activities.
- Oversee Post Activities (as possible/feasible) and assist with bar and kitchen functions to meet members/guests requirements.
- Attend House Committee Meetings once a month (or as directed by Post representative) and submit for approval for fund allocation.
- Implement and oversee the Post's Meal Sponsorship Program.
- Negotiate new contracts for garbage removal and submit same to the House Committee for Executive Board approval. Note: Canteen Manager does not have the authority to sign/obligate the Post for funds.
- Conduct and submit to the House Committee a list of the monthly inventory of all alcoholic beverages.
- Ensure all bartenders' complete the "r-serving" online bartenders' course.
- Draft and issue to all bartenders' an annual evaluation due by December 31 to document their performance and/or deficiencies in their performance. This requirement may require documentation to reflect poor performance throughout the year.
- Routine maintenance items that are required to be documented to include:
 - Bi-weekly pouring a cup of bleach in and around the inside of the aerator.
 - Ice Machine: Replace the water filter on a monthly basis. Ensure to close-off the inlet valve before removing.
 - Ice Machine: Clean filters every two (2) months.
 - Air Conditioning: Clean (vacuum) ceiling intakes to the big air conditioning unit once a month.
 - Air Conditioning: Replace filters once a month.
 - Air Conditioning: Use bleach to air conditioner condensate drain line on the left side of the unit every several months (2-3). Pull cap off every two (2) months.
 - Rear Air Conditioner: Remove and clean filter every month.
 - Kitchen Air Conditioner: Remove and clean filter every month.
 - Beer Cooler (Walk-in): Put bleach in the drain line every two (2) months.
- The aforementioned Key Duties are not all inclusive and may be modified at the discretion of the House Committee and/or Executive Committee.

Job Description for the Canteen Manager at American Legion Post 233

Knowledge and Education:

- Learn and understand the day-to-day operational characteristics and capabilities of the Post.
- High School Diploma (or GED equivalent).
- Prefer a minimum of one year experience in the Bar Managing industry and this may be waived on a case-by-case basis.
- Mathematically proficient and the ability to complete basic equations associated with accounting spreadsheets via Microsoft software or program currently being utilized.

Physical Requirements:

- Must be able to lift and move supply items up to 30 pounds.

Reviewed: _____ Date: _____
Current House Committee Chairman

Approved: _____ Date: _____
Current Post Commander