



**NATIONAL CLUB  
ACCREDITATION SCHEME**



## Position Description – Operations Manager

### JOB TITLE:

Operations Manager

### OBJECTIVE:

To ensure that all off field activity directly related to the commercial club operation (eg Cafe and Bar) is coordinated with support requested from other positions as required

### RESPONSIBILITIES:

- Manage the canteen diligently, ensuring stock is maintained, staffing is provided, float is maintained and takings appropriately banked
- Keep electronic records of all purchased made for the canteen when using a provided banking card
- Prepare an account of wages, when required, to be paid by the Treasurer
- Track current merchandise stock levels and report to the General Manager as required
- Report to the Committee monthly on any variances or areas of concern

### RELATIONSHIPS:

- Reports to the General Manager
- Has a transactional relationship with service suppliers (contractual relationship remains with the General Manager)

### ACCOUNTABILITY:

- Accountable to the General Manager

### ESSENTIAL SKILLS:

- Dedicated club person
- Good people management skills
- Commercial understanding of the running of a small business enterprise

### Time commitment:

The estimated time commitment require is around 5 hours per week on average

### • Structure

The Operations manager is part of the Commercial team.



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