



The American Legion Chincoteague Post 159 Inc.
4023 Main Street, PO Box 244, Chincoteague Island, VA 23336
Phone: 1-757-336-9749
Website: www.chincoteaguelegion159.org
Email: chincoteague.post59@gmail.com



BOOK: American Legion Post 159 Policy Manual
SECTION: P-Personnel
TITLE: Canteen Manager Guidelines
ADOPTED: June 5, 2019
LAST REVISED: N/A

For the good of our Post and the enforcement of good order, discipline, and proper conduct of the American Legion, and to ensure compliance with all federal, state and local laws, the following Canteen Manager guidelines have been established.

1. The Legionnaire General Membership of Post 159 are the owners of the Post and have duly elected the officers of the Executive Committee as their board members to conduct Legion and House Canteen business in a trustworthy, fair, and safe way.
 - a. The Post Commander, who is the Chair of the Executive Committee, appoints the Committee Chairs.
 - b. The House and Entertainment Committee Chair is responsible to the Executive Committee for the operations of the House Canteen.
 - i. The House and Entertainment Committee Chair is responsible for ensuring all laws and guidelines are being met in accordance with federal, state, local and American Legion requirements.
 - c. The Manager of the Canteen, Canteen Manager, is an employee of the Post and reports directly to the House and Entertainment Chair.
 - i. The staff of the Canteen reports to the Canteen Manager and in the absence of the Canteen Manager, the staff reports to the House and Entertainment Chair or the Finance Officer.
2. The Canteen Manager is an advisor to the House and Entertainment (H&E) Committee. The Canteen Manager is responsible for reporting proper operations, finance, scheduling, etc. to the H&E Committee in accordance with the Post's Canteen House Rules.
 - a. The Canteen Manager has no vote on the H&E committee.
 - b. All House staff meetings will be coordinated through and conducted with the H&E Chair, or designee.
 - c. The Canteen Manager will present an agenda outlining the topics of discussion for the meeting.
 - i. Meeting minutes, listing all business discussed, will be submitted to the H&E Committee for review and filing.
3. All employees will be W-2 employees of the American Legion Post 159, Inc.
 - a. All employees must provide permission to have a background check conducted prior to hiring.



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- b. The hiring process will be conducted in accordance with Virginia Employment Law and include a I-9 Employment Eligibility Verification form.
4. Grievances and Incident Reports can be reported, in writing, to any member of the H&E committee.
 - a. The H&E Committee will discuss grievances and or incident reports in private.
 - i. If warranted by the H&E Committee, the H&E Committee may request the presence of the Canteen Manager for additional input surrounding the subject of the grievance and or incident report.
 - ii. If required, the H&E Committee may dismiss the Canteen Manager for further deliberation of the grievance and or incident to determine the best course of action for resolution.
 - b. The H&E Chair will brief the findings and provide recommendations to the Executive Committee on the grievance and or incident
 - i. If the grievance and or incident reported is of a personal nature, the Executive Committee will be briefed in private.
 - c. The Executive Committee will determine the best course of action to resolve the grievance and or incident.
 - d. The H&E Chair will notify the individual(s) involved with the grievance and or incident on the course of action taking by the Executive Committee.
 - i. Any required actions will be follow-up by the H&E Chair and the individual(s) involved.
 - ii. If no action is required, the Canteen Manager will be notified and the matter will be closed.

NOTE: In accordance with Employment Laws, no repercussion actions can be taken against any individual(s) who submitted the grievance.
5. Canteen and Post operational, business, and financial records shall be stored on site and filed in the designated filing cabinets with the office of the Post.
 - a. At no time is any employee, member, or chairperson authorized to take home Post information.
 - b. All paperwork will be process in the Post.
 - c. The Executive Committee will establish guidelines for the handling non-standard paperwork related to Post business.
6. Failure to comply with these establish guidelines may lead to termination of employment and or legal actions.



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Canteen Manager Guidelines Agreement form

I have read and understand the Canteen Manager Guidelines. By my signature, I am confirming that I will operate in accordance with the Canteen Manager Guidelines.

(PRINTED NAME)

(DATE)

(SIGNATURE)

House Committee Chair

Post Commander