



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.post159@gmail.com



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

Job Summary:

This is a hands-on management level position responsible for managing all daily operational aspects of the Post's Canteen. In addition, the Canteen Manager is responsible for managing all bartenders', other Canteen employees, volunteers, and contractors employed by Post 159.

Reports to:

The Canteen Manager reports to the House and Entertainment Committee Chairperson (or designated representative).

Specific Duties:

- Supervise and manage the day-to-day operations of the Post Canteen.
- Supervise and manage the employees of the Post Canteen.
 - Hire and train employees in the functions and roles of their assigned work.
 - As required, perform disciplinary actions of employees in accordance with Post By-Laws, House Rules, and Operational Guidelines. This may include termination of employment.
Note: Employees have the right to appeal any disciplinary actions to the Executive Committee.
 - Perform annual employee performance reports
- Manage Canteen payroll, taxes, and deposits.
 - Prepare and submit payroll information to the contracted payroll services for processing.
 - Record and file payroll information as defined by the House and Entertainment Chairperson and/or Finance Officer.
 - Prepare and submit payroll taxes each month and submit to contracted payroll services for processing.
 - Record and file payroll taxes as defined by the House and Entertainment Chairperson and/or Finance Officer.
 - Prepare, deliver, and deposit weekly Canteen revenue deposits to the financial institute on record for the Post Canteen.
 - Record and file deposit information as defined by the House and Entertainment Chairperson and/or Finance Officer.



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- Submit all incident reports in accordance with the Canteen House Rules and Canteen Manager Guidelines.
 - When necessary, inform the Finance Officer on incidents that require the involvement of the insurance company on record for the Post Canteen.
- Coordinate with the House and Entertainment Chair on all contracted Entertainment.
- Coordinate with Raffle Chairperson to ensure all Post Canteen gaming machines are fully stocked and adequate funds are available for winning payouts.
- Maintain weekly and monthly Canteen inventory reports.
 - The inventory report shall include food, supplies, alcoholic beverages, etc.
- Coordinate with external vendors to ensure adequate inventory levels are available to support of functions of the Canteen.
 - Coordinate with the kitchen staff and/or designated Vice Commander(s) for purchasing food and products for day-to-day and special event needs.
- Attend all House and Entertainment Committee meetings.
 - The monthly inventory report will be presented at the House and Entertainment Committee monthly meeting.
- Oversee Post Canteen Activities (as possible/feasible)
- Prepare all bartenders' shift bags with sufficient funds and document accountability.
- Assist bartenders and kitchen staff with scheduled and special food events.
- Develop a daily, weekly and monthly cleaning duty schedule with employees, contractors, and/or volunteers.
 - The cleaning schedule shall encompass all aspects of the Post i.e. throughout the month all sections of the Post shall be cleaned.
- Schedule septic tank cleaning every six months or as needed and document.
- Schedule pest control every six months or as needed and document.
- Schedule daily, weekly, and monthly (as required) garbage removal with contracted garbage company on record with the Post.
- Post daily, weekly and monthly Post Canteen events to social media.
- Submit (monthly) inputs on Post Canteen activities for incorporation into the monthly newsletter.
- Greet all members, visitors and staff with a courteous demeanor.

The aforementioned Specific Duties are not all-inclusive and can be modified at the discretion of the Executive Committee without exception.

Supervision Exercised: Assigned Employees

Supervision Received: House and Entertainment Chair (or designee)