



VFW POST 665 – CANTEEN MANAGER

Location: 1824 Victory Dr., Columbus, GA 31901

This position is a paid role with a starting rate of \$12.00 per hour.

Position Overview

The Canteen Manager is responsible for the full daily operation, staffing, compliance, and financial management of the VFW Post 665 Canteen. The position reports directly to the Post Commander and House Committee Chairman, who maintain oversight of Canteen operations. No other officer or committee member may interfere with daily operations.

Required Qualifications

- ServeSafe Manager Certification or ability to obtain within 90 days of hire.
- Experience using the Toast POS System for order entry, cash handling, reporting, and shift reconciliation.
- Experience supervising staff in a bar, restaurant, club, or hospitality environment.
- Ability to maintain financial records, inventories, and vendor relationships.
- Strong communication, leadership, and customer-service skills.
- Ability to work evenings, weekends, and peak business periods.
- Must work a minimum of 24 hours per week on the clock.

Compensation

- Starting pay rate: \$12.00 per hour.

Core Responsibilities

1. Personnel Management

- Recruit, hire, schedule, supervise, and terminate staff with House Committee approval.
- Document disciplinary actions and submit reports to leadership.
- Maintain complete personnel files and ensure required training.
- Conduct staff meetings and post schedules on time.

2. Operational Leadership

- Oversee daily Canteen operations and maintain a safe, clean environment.
- Delegate responsibilities and assist staff with customer issues.

3. Inventory, Supplies & Vendor Management

- Manage vendor relationships and maintain transaction records.
- Ensure adequate stock levels for bar, kitchen, and cleaning supplies.
- Coordinate food orders with the cook.
- Maintain written inventory controls and participate in monthly liquor inventory.



- Secure bonus goods until transferred to leadership.

4. Compliance, Safety & Facility Oversight

- Ensure compliance with fire, health, and safety codes.
- Report violations within 24 hours and ensure corrections.
- Authorize emergency repairs up to \$500 when necessary.

5. Financial Accountability

- Maintain financial records with the Quartermaster.
- Submit monthly reports including receipts, inventories, net income/loss, and cash on hand.
- All monthly reports must be submitted no later than the 5th of each month or the next business day.

6. Customer Service & Event Support

- Manage special events with written agreements and advance payment.
- Support Post events while maintaining Canteen readiness.

7. Conduct & Professional Standards

- No alcohol consumption before or during duty.
- Maintain professionalism and adhere to Post policies.
- Work a minimum of 24 hours per week on the clock.

8. Additional Duties

- Perform any other reasonable duties assigned by the House Committee or Commander.