



WATERLOO CANTEEN PROCEDURES

At least 1-2 adults must be rostered on for canteen duties every Saturday. This roster will be done by your team manager. Canteen will be opened at approx 7:30am every Saturday. Rostered adults must be in the canteen by 8:00am. The change rooms will be opened for the ground to be setup. All field equipment is stored in the left side change room. These change room doors MUST be left open ALL day.

Opening of Canteen:

1. Turn on pie warmer to approx. 200deg Celsius
2. Place 3-4 pies & sausage rolls each in the warmer. If empty please re-stock warmer.
3. The frozen food should be ready within 30mins.
4. Turn on hot water unit for any tea/coffee/hot chocolates
5. Turn on coffee machine, fill water container & rinse through machine. All coffee pods are under the bench.
6. If the benches are empty please place & display all the canteen food on the top of the bench from underneath.
7. All prices are displayed on each item. There is a price list on the wall.
8. Wipe down the benches & keep clean. Hygiene is important.

Closing of Canteen:

1. Turn off the pie warmer & discard of any leftover food.
2. Turn off hot water unit at the power point. If this is not done the unit will overheat.
3. Before turning off coffee machine please make sure to rinse the water through the machine to remove any excess coffee. Empty water container & empty coffee pod container & rinse clean.
4. Please place all food items back into the containers & under the bench.
5. Wipe down all the benches with disinfectant spray & paper towels.
6. Empty all the bins inside.
7. Please leave all canteen money in the draw. It will be collected.
8. Write a note of any supplies that need to re-plenished & leave in the cash drawer.
9. Pull down the shutter & use the padlocks to lock either side.
10. Close canteen door with deadlock & padlock.
11. Leave all change room doors open for the afternoon games.

If you have any queries or concerns please call Kathy on 0415 736 506