

DUTY TEAM DUTIES

Clubhouse

Once competition has finished ensuring:

- kitchen is cleaned
- floors swept/mopped
- tables and benches wiped down
- bin/s emptied, and toilets are cleaned (including emptying bins in toilet area and replacing toilet paper if needed found on shelf behind mirror).

Cleaning supplies can be found under the kitchen sink. The following items can be found in the storage shed: mop and bucket, vacuum cleaner, and extra toilet paper rolls (in black tub).

Broom/sweeper kept behind bar next to fridge.

If club convenor has left, lock court gates, close toilet doors, ensure all lights are turned off, and turn power off for hot water zip tap and on departure lock Clubhouse door (key not required) and all gates. Ensure Igloo padlock keypads are faced up when locking them.

Canteen

The Canteen will operate during summer and winter competition season, and only when Officer team/s are playing at home. Operating hours (can be flexible based on demand)

Saturday: 8:00am – 11:30am Saturday: 1:00pm – 5:00pm

Sunday: 9:00am – 12:00noon

Send a message or email to the Canteen Manager if anything needs restocking or replacing.

Canteen Manager:

Jacque Rice MOB: 0458 080 376 EMAIL: treasurer@officertennisclub.com.au

Canteen Set Up

Present food on kitchen counter (Chocolate bars, chips, lollies)

On whiteboard and hang out on brick wall near canteen window

Set up tea and coffee supplies, coffee machine, toaster/sandwich press (if doing toasties) and chopping board on kitchen bench

Use red book and pen to keep tally of cash items sold, example provided in book how to record (found under kitchen counter)

Get cashbox out of Canteen fridge, float is \$50.00

Cold food and drinks kept in Canteen Fridge, frozen items in upright Freezer (e.g., Bread, Icy Poles).

Canteen Pack Up

At the end of the shift pack up and put away food on kitchen counter including equipment and supplies on kitchen bench

Wash dirty dishes, dry and put away

Clean and sanitise kitchen bench tops and tables

Replace dishcloths and tea towels as required. Leave dirty tea towel/s in plastic bag near kitchen sink

Count canteen monies and compare with canteen sales recorded in red book.

Let the Canteen Manager know of any food/supplies that require restocking and any suggestions for future meal/snack/hot or cold food/drink ideas/choices

Put cash box inside Canteen Fridge.

Safe Food Handling Practices

This section will help to ensure the Officer Tennis Club provides and/or sells food and drinks in accordance with food safety principles.

Our club understands we have a responsibility to ensure the food and drink we provide and sell is safe. To reduce the risk of serving unsafe food, the following is required:

- Individuals who regularly prepare and serve food and drinks at our Club Canteen and/or BBQ are encouraged to have food safety knowledge
- Food safety information is displayed in the Canteen. 'A Guide to the Food Safety Standards' is available in white folder located on the overhead shelf in Kitchen. Signs are displayed in the Kitchen
- All Canteen volunteers are required to read the displayed food safety information before commencing their rostered shift for the very first time
- Food and drinks are to be kept and stored at the correct temperature
- Hands should be thoroughly washed before handling food or drinks and after any activity likely to contaminate the hands. Use of disposable gloves when handling food is preferred. Gloves located in draw in kitchen
- Avoid handling money then touching food, please wash hands or apply disposable gloves after handling money and before touching food
- Canteen surfaces and equipment are to be thoroughly cleaned and sanitised after use and rubbish bins regularly emptied
- Do not handle or prepare food or drinks if you are sick.