



# Canteen and Loo Procedures

**Thank you!**

## Please accept our thanks!

Thank you so much for helping out with manning the canteen and looking after the toilets. Not only do these facilities add to the enjoyment and comfort of players and spectators, but the profits from the canteen are also used to subsidise membership fees. We really appreciate everything you do!



## Do I need to bake?

There is no obligation and or pressure to bake anything to sell in the canteen, it is only if you have time and fancy it.



## Please bring milk.

Please bring two litres of milk (if you'd like to be reimbursed please take from the canteen takings and leave a note in the money box). Take home any remaining milk.

**8:30**

## Specific procedures for 8:30am match:

1. Arrive by 8.05am and unlock the courts, canteen, toilets and shed
2. Wind up nets
3. Check toilets for loo paper, throw some toilet cleaner around and sweep out floors if needed. This can be done at training if you'd prefer. Cleaning products are in the canteen.
4. Turn water on outside at tank
5. Turn on hot water. The switch is under the bench to the left of sink.
6. Stock and coffee machine are in the locked cupboard.

**10:30**

## Specific procedures for 10:30am match:

1. Tidy canteen
2. Empty bin and replace plastic bag (wheelie bins are near the shed)
3. Return stock and coffee machine to the cupboard
4. Lock cupboard
5. Fridge stock stays in the fridge
6. Take home any remaining milk
7. Turn off water outside at tank
8. Turn off hot water (the switch is under the bench to the left of sink)
9. Lock canteen door and wire door
10. Lock shed door
11. Leave toilets and courts unlocked for seniors tennis who are not far away
12. Enjoy the rest of your weekend!