



# CANTEEN PROCEDURE

## Beginning of the Shift - Page 1

- A committee member will unlock the doors and set up the float in the cash register
- Set up barbeque and table (located in the end equipment room)
- Place freezer bricks and the meat into the Esky for the BBQ
- Turn ON Zip Water Heater
- Set up the Coffee Urn:
  1. Half fill the Urn with cold water.
  2. Place the wire basket in the urn. Note it must be sitting properly in the urn otherwise the percolating of the coffee won't work. Put 1 bag of coffee in the wire basket.
  3. Plug in and switch on the urn. It will take approx 30 - 45 mins to heat up.
- Wipe all surfaces down using Spray and Wipe
- Place Canteen Pricelist signs & Diamond Allocation Sheets and any Event signs up outside the canteen (located under the bench)
- Make sure all Sauces are filled and clean around the edges, put out on BBQ Table
-



# CANTEEN PROCEDURE

## Beginning of the Shift - Page 2

- Set up the lollies on the counter. Lollies are located in the cupboard under the cash register
- Set up the Tea and Coffee items (ie cups, sugar, stirrers)
- Prepare ALL the bread for the BBQ (ie cut bread rolls and place in serviettes, divide up the loaves of bread by wrapping two slices of bread in serviettes.)

**If you run out of anything take the money out of the register and go and buy what you need from Woolies and return receipt to the register.**



# CANTEEN PROCEDURE

## End of the Shift

- Wash all BBQ equipment in hot soapy water; dried and returned to the BBQ container
- Clean BBQ & BBQ Table and return it and the to end shed
- Place all signs in the canteen under the counter.
- Empty and clean coffee urn
- Turn OFF Zip Water Heater
- Refill & clean all sauce bottles and store in fridge
- Wipe out Esky – return freezer bricks to freezer
- Place left over sausages and bacon in freezer
- Place left over eggs in the fridge
- Place lollies back in the cupboard in the corner under the Cash Register
- Wipe down all surfaces
- Sweep floor

**A Macquarie Saints Committee member will be there to lock up and to count & collect the money from Cash Register.**