

SHOALHAVEN HOCKEY Inc

Canteen duty - operating procedure

Preparation

- Have 2 persons in attendance at 30min prior to first junior game to:
 - clean the canteen area
 - transfer stock to canteen
 - set up canteen
 - distribute the garbage bins around the playing areas

Canteen operation

Morning Operation

- Have at least 2 persons in attendance from 30min prior to first junior game to 1:30pm to
 - operate the canteen following hygienic food practices
 - maintain the canteen area in a clean and tidy state
 - provide adequate security to the stock and monies of the Association
 - oversee the collection of scorecards in the receptacle provided
 - refer any problems to the Canteen Supervisor or the Duty Shoalhaven Executive member

Afternoon Operation

- Have at least 2 persons in attendance from 1:00 to
 - transition from the morning operation
 - operate the canteen following hygienic food practices
 - maintain the canteen area in a clean and tidy state
 - provide adequate security to the stock and monies of the Association
 - refer any problems to the Canteen Supervisor or the Duty Shoalhaven Executive member

Closure of Canteen

- At 5:00pm, (or at a time notified by the Canteen Supervisor), close the canteen
 - Transferring unsold stock as specified by the Canteen Controller
 - Transfer all monies to the Canteen Controller or Duty Shoalhaven Executive member
 - Clean out the canteen and wash up any equipment and utensils in preparation for closing

Conducting a Raffle

- The duty Club will be permitted to conduct a raffle at the field to be drawn on the day with results notified to the Association secretary in writing for publication on the Association website.
 - Raffle tickets are to clearly identify the club name.
 - Notices should identify:
 - Club name
 - Prizes
 - Ticket prices
 - Time of draw

Greg Pullen

Secretary

6th April, 2012