



St Ives AFL Canteen Policy

Major Sponsor



Aims of our Canteen at St Ives Junior AFL Club

To be part of the total Football Club experience, providing friendly and efficient service to the Club Community:

- organising hours of operation to meets the needs of the club on Game days;
- providing food at a reasonable cost;
- operating as an efficient business and
- providing valuable funds to the club.

To provide a healthy and diverse menu to the Club Community and visitors.

To maintain a safe and healthy environment by

- practising a high standard of food handling and food hygiene when storing, preparing and serving food;
- maintaining a safe working environment for the Manager and volunteers.

1. Canteen Services

Hours of Operation

- During home games from the beginning of the first game to the end of the last game.
- Gala days or other events as determined by the committee in conjunction with the Convenor.

Pricing / Profit

- Prices will be set which are reasonable yet ensure that all costs are met and some surplus is made for the benefit of the club community.

2. Staffing

- The Canteen will be staffed by a Canteen Manager and volunteers
- The volunteer Roster will be managed by the CanteenCoordinator with the assistance of the Team Managers
- Teams will provide four people for canteen duty for their rostered times. This is organised within each team by the Team Manager. The Team Manager is required to send the Volunteer names to the Canteen Convenor prior to Game day.

3. Canteen Manager's Duties

Volunteer Workers:

- Assign specific tasks to the volunteers(e.g food preparation, barbeque, counter sales etc)
- Train new volunteers in their duties or delegate this responsibility to experienced personnel. Ensure they are taught the correct use of equipment and *good hygiene practises*.

Goods:

- Order goods form the Suppliers as needed to maintain stock levels
- Check deliveries for quality. Match quantities with delivery dockets before signing
- Hand delivery dockets to the Canteen Co-ordinator
- Cover food and store under appropriate conditions.
- Stocktake at the end of each season or as required by the Canteen Co-ordinator.

Hygiene:

- Ensure that correct food practises are observed to prevent spillage and contamination.
- Ensure protection of foodstuffs from vermin by annual pest control.
- Place garbage bins and recyclable cardboard in the bins provided by Council.
- Encourage volunteers especially those on the Barbeque to wear aprons.
- Volunteers to wash hands before handling food and to use the food hygiene gloves provided.

Equipment:

- Ensure the equipment is used correctly, cleaned properly, well maintained and repaired when necessary.

Cash

- Canteen Co-ordinator to put out change for each day's trading.
- Avoid touching money when handling food or use one hand for each.
- Canteen Coordinator to collect day's takings, write cheques to reimburse Canteen Manager for goods.
- Canteen Coordinator to tally the takings and deposit with NAB.

4. Payments

Wages:

- Canteen Manager's wages will be paid by the Treasurer.
- All stock to be paid for by cheque.

