

## **Information for all Canteen Volunteers**

### **All Volunteers must wear covered in shoes whilst working in the Canteen**

#### **Friday Night Duties**

(There are laminated "How To Do" Sheets located on front of Shelving area for all Food cooking)

3 Volunteers required with the following breakdown

2 Volunteers to prepare and cook

1 Volunteer to serve person Under 18 years of age at the Canteen Door.

All cooking of hot food will cease at 8.30pm and BBQ and Chip Machine to be turned off so that it can cool down for cleaning

The Team that has the 9.00pm to 9.30pm Time slot will only have cleanup duties and serve the Under 18 's from the canteen door.

#### **Cleanup duties consist of:**

Washing up of all used utensils, cleaning BBQ, Vacuuming the Floor wiping down all bench tops, emptying all garbage's inside the Kitchen and Club House with rubbish placed in the Skip Bin (Skip key located in drawn next to the front till) and bins relined with garbage bags.

Lastly remove rubber mats from kitchen area and wash floors, placing wet floor signs up when finished.

#### **Saturday Duties**

4 Volunteers required (2 to prepare and cook food and 2 to assist on Front Counter of Canteen whilst front serving area is open.

From 6pm - 3 volunteers to assist in Kitchen and 1 Volunteer to serve person(s) Under 18 years of age at the Canteen Door.

All cooking of hot food will cease at 8.30pm and BBQ and Chip Machine to be turned off so that it can cool down for cleaning

#### **Cleanup duties consist of:**

Washing up of all used utensils, cleaning BBQ, Vacuuming the Floor wiping down all bench tops, emptying all garbage's inside the Kitchen and Club House with rubbish placed in the Skip Bin (Skip key located in drawn next to the front till) and bins relined with garbage bags.

Lastly remove rubber mats from kitchen area and wash floors, placing wet floor signs up when finished.

Please Contact Club House Manager (Lynne Turner) 040748859 if you have any queries.

I would like to take this opportunity to thank all volunteers for the assistance in manning the Canteen and Kitchen for the 2011 season.

