

Club House Director Duties

Be on hand to accept deliveries from Dawson, Saxby's and Bushland Tavern at the Club House from 3pm on Thursday's. Open gate and remove bollard to allow for deliveries.

Thursday's Duties

Call in to Taree West Butchers pickup meat order, then Town Head for veg order then onto Andy's baker to pick bread order all before 3pm as you will need to be at the Club House by 3pm to received deliveries from Saxby's, Dawson and Bushland Tavern. Will need to open up the gate and take out the bollard at the bottom of the hill to all for deliveries to drive up onto the Front Apron. Check off all deliveries against the delivery docket/invoice. Put all perishable deliveries away.

Empty, clean and filter oil on all the deep fryers including bench top fryer must be done by 5.45pm so that have time to heat up the oil.

Deep Fryer -Stainless Steel Buckets located under bench near the poisons box. For the large deep fryer will need to use all three, drain the oil into these stainless steel buckets, remove the metal plate inside the deep fryer wash and dry same) then using hot soapy water clean the oil well, will need to use steel wool to remove the caked on oil. Empty dirty water into old paint buckets kept next to the sink and tip waste down the sink and then rinse twice with hot water removing all traces of soap, then dry out thoroughly using paper towel. Using the filter rack and filter (filters kept on the shelf above the beetroot and Sauce stores. Filter the oil back into the oil wells filling to just below the side line in the oil well. **Double check each time that the valves are shut before putting anything into the Deep Fryer)**

Bench Top Fryer – lift up heating element and let drain for 5 minutes, remove and place on the sink for wipe down with paper towel. Using stainless steel buckets again (make sure they are clean) place oil filter rack and filter paper onto the stainless steel bucket and filter oil directly into the bucket. Wash all oil wells and thoroughly dry, replace into benchtop fryer then pour filtered oil back in.

Check oil levels on all fryer and top up if necessary with new oil.

Clean up all buckets and items used.

Saturday Duties – Assist on front counter if required, induct any new volunteers to the canteen, be on hand to answer and queries from volunteers, keep an eye on gravy and make up more if need or arrange someone to do so, keep an eye on the Chip Order's (checking to make sure that they are only cooking to orders, (i.e. no pre cooking of chips).

Let Teams rostered onto Canteen Duty know what has to be done if necessary. Please ensure that when lettuce is being cut up that it is chopped finely and only require ½ lettuce to be cut up of Thursday and Friday nights.

Alcohol check stock Saturday Night or Sunday and place an order at Bushland Tavern by Tuesday. bushland.tavern@bigpond.com Also check that all perishable foods are wrapped up properly and put into freezer if necessary. i.e. any leftover rissoles and chicken schnitzels and opened steak to be wrapped in lots of 6 (excluding rissoles) and put into the freezer.

Saxby's - Drinks, lollies, chip containers, plastic cups etc. etc. **(Gloria places this order)**

Taree West Butchers (Rissoles, Steak and Chicken Schnitzels) **(Dot places this order)**

Town Head (Eggs, Limes, onions, lettuce and tomatoes) **(Dot places this order)** To be picked up Thursday afternoon) Always grab a couple of extra bags to put the lettuce in as Town Head only put in the box un bagged and they dry out in the cool room).

Andy's Baker (Bread Rolls etc.) **(Dot places this order)**

Ice Creams – Check with Gloria re if need any then place and order. Must be phoned through on Monday's and he will ring Dot.

Bar Roster - send a reminder via txt out couple days prior to all person rostered onto the Bar. Fill any vacant shifts, if can't fill will have to fill to cover this yourself. See below list for contact names and numbers.

RESPONSIBLE SERVICE OF ALCOHOL TRAINING REGISTER

MANNING VALLEY HOCKEY - UP DATED 29/6/16

SURNAME	GIVEN	CERT. NO.	DATE COMPLETED	EXPIRY DATE	Contact No.	Phone Number
Birkefeld	Frank	516912	3/03/2009	30/06/2019	frank.birkefeld@chl.org.au	
Bartz	Sue		30/06/2014	30/06/2019	bartzy68@hotmail.com	0427 535 645
Nicholson	Amanda		30/06/2014	30/06/2019	amandalou21@hotmail.com	0432 960 492
Collier	Kellie (Michelle)	663997	30/06/2014	30/06/2019	mcollier7@bigpond.com	0427 602 270
Fuller	Bronwyn	157217	30/06/2014	30/06/2019	bronny.fuller@optusnet.com.au	0408 679 297
Fuller	Dereck		30/06/2015	30/06/2019	-	
Gollan	Amanda	695901	30/06/2014	30/06/2019	gollan_inc@hotmail.com	
Greenaway	Tanya	663990	15/11/2010	30/06/2016	Expired	0427 847 959
Groth	Cathy		30/06/2014	30/06/2019		0438 558 570
Greenaway	Craig	663991	15/11/2010	30/06/2016	Expired	
Hayes	Katrina	619707	30/06/2014	30/06/2019		0408 415 460
McNeill	Jane	674481	10/01/2016	30/06/2020	rodjanemcneill@hotmail.com	0413 592 964
Moscatt	David	516919	3/03/2009	30/06/2019	djmoscatt@bigpond.com	0400 192 954
Pitman	Maria	665907	15/11/2010	30/06/2016	Expired	
Pitman	Graeme	665999	15/11/2010	30/06/2016	Expired	
Sheather	Ruth	516920	30/06/2014	30/06/2019	Ruth@barriersigns.com.au	0427 563 295
Smith	Tony	663999	15/11/2010	30/06/2016	Expired	
Smith	Paula	663995	15/11/2010	30/06/2016	Expired	
Surtees	Janice	663993	30/06/2014	30/06/2019		0427 657 719
Surtees	John	663992	30/06/2014	30/06/2019	siward10@bigpond.net.au	0427 657 719
Turner	Lynne	CCH10204311	30/06/2014	20/06/2018	lt.camper@bigpond.com	0407 444 589

Turner	Dylan	37596	30/06/2014	30/06/2019	dturner1985.dt@hotmail.com	0419 342 155
Colvin	Craig	90009	16/02/2007	30/06/2019	Craig.J.Colvin@det.nsw.edu.au	
Johnson	Richard	CCH10055969	15/03/2012	15/03/2017	rjohnson@stacklaw.com.au	
Johnson	Libby	CCH10055957	13/03/2012	15/03/2017		
Fuller	Nathan	CCH10062933		10/04/2013		
Saville	Kathy	764955	25/05/2011	25/05/2016	Expired	
Border	Jye		30/06/2014	30/06/2019	Not available	
Collier	Zac		30/06/2014	30/06/2019	Not available	
George	Issac		30/06/2014	30/06/2019	Not available	
Muldoon	Shaun		30/06/2014	30/06/2019	smuldoon84@gmail.com	
Collier	Julie		30/06/2013	30/06/2018	julesgeorge1230@bigpond.com	
Mudford	Fran					6553 2799 0409 532 779
Will need to update prior June 2013						Tare West
Will need to update prior June 2014						Chatham
Will need to update prior June 2015						Wingham
Will need to update prior June 2016						Sharks
Will need to update prior June 2018						Tigers
Will need to update prior June 2019						Town