

SUBURBAN LIONS HOCKEY CLUB



CANTEEN PROCEDURES – 7.45 SATURDAY MORNING CUBS AND MINKEY

VOLUNTEERS NEEDED: about 5-6 people (BBQ cooking; DRINKS/TILL; KITCHEN)

PRIOR PLANNING: Buns/sausages/drinks etc will already be ordered and taken to the pavilion unless you are otherwise notified. If usual deliverer is away please pick up Suburban Lions prepaid orders at Brumby's on Waratah Ave. Check gas cylinder is full -spare should be in storeroom. Display fridge should be turned on. The till drawer should be in storeroom ready to go with float. A separate float will be provided for the sausage sizzle.

PAVILION ACCESS/KEYS: Pavilion will be opened by Harry Wallington at approximately 7.00am Saturday Mornings. Ask for storage room in men's change-room to be opened as well. Right hand side fridge in storeroom will contain kitchen cupboard lock keys. Please ensure children do not have access to this area as alcohol is stored there.

CONTACT PERSON: If there are any issues please contact Karen Pollard on 0438942344 and in the event of an emergency call Lynn Matthews 0417215185

ITEMS FOR SALE:

Please note we are trying to be realistic and follow the Healthways Sports policy as much as possible.

Drinks – (Through till) water \$1, juice boxes \$1, cooldrinks \$2, energy drinks \$4. Set up in display fridge. *Please note alcohol is only allowed for sale when an approved manager is onsite and managing the bar and if it is within our license operating hours Friday 3pm-12pm (when permitted); Saturday 1-12pm. Only alcohol purchased from the bar is to be consumed at the Melvista grounds.*

Hot drinks – You can set up a gold coin donation system of tea/instant coffee if you wish. Supplies in kitchen cupboards and use disposable (hot liquid) cups. Put out the money jar as well, place in storeroom with other tills/floats at end of the day.

Food – Sausage Sizzle \$3 (money separate to till, float will be in storeroom on shelf). Confectionery is sold through drinks till. Home-made muffins and cakes will be sold as well. Also, we can sell frozen ices found in kitchen fridge if needed through the till – Frosty Fruits \$2, ices \$1. A list will be displayed on the counter of items and sale prices.

TASKS:

1. Get keys from storeroom fridge and open up kitchen cupboards.
2. Stock display fridge with juices, water and cooldrinks from storeroom fridges. Set out confectionery as well. Muffins and cakes use display stands where able.
3. Fill up complimentary water containers from kitchen sink cupboards and place on kitchen server with disposable cups in kitchen store cupboards. Set up tea/instant coffee there as well.
4. Cut up 100 rolls found in kitchen in black bags. Bacon and eggs will be in kitchen fridge.
5. Get BBQ out from boys changeroom and set up outside with trestle table. Aprons, sauces, serviettes, oil, price cards, cooking utensils are all in kitchen cupboards.
6. Get out floats and till drawer. Use till key to turn on to REG and insert drawer. See over for till operation details. If not confident, please use till drawer externally and manually write down sales so it can be entered and balanced later.
7. At end of shift, pass over to next group **or** finish up by cleaning down all equipment, stowing away supplies/equipment in storeroom fridges/changerooms where found. Place tills in storeroom out of sight or hand to Julie Luscombe 0408 280461. Please text Julie to indicate you have put it there.

Thankyou for volunteering for our fabulous club! Your help is very much appreciated.

TILL OPERATION:

Please note the till creates our stock control as well as money management so careful and accurate entries are essential!

1. Insert REG key and turn to REG. Machine displays date. Sale entries are made from this point on.
2. Entering a sale. With drawer closed enter (coloured coded) the item button pushing once for every item sold (*ie two waters push **WATER 600ml** button twice*). Then press **TOTAL** for total sale amount. Drawer will open and money placed in, change given if needed. Close drawer ready for next sale.
3. Some items may not be individually keyed in (ie jelly snakes 5 for \$1) so enter under white **OTHER** keys to appropriate pricing.
4. ERRORS: If a mistake is made by pushing the incorrect item *during entering the sale* and the **TOTAL** Button has not been pushed then push the **ITEM CORRECT** button to remove that item from the sale entry. If a mistake is made or a person needs to return something *after the sale has been entered* simply push **RTN MDSE** (return merchandise) then the item. This process has to be done for each item returned. Then press **TOTAL** and remove the sale amount from till.
5. RED ERROR LIGHT or ALM Button will sound/show if an error is made. Usually pressing the **CLEAR** button will clear this. If it doesn't and you can't correct the problem turn keys off, use rounded key to open the till drawer and proceed with sales manually, recording sales on paper.
6. At end of sales simply push **NS** to open till drawer, remove drawer and shut. Turn key to off and place in till drawer, leaving drawer in storeroom out of sight.