



PITT TOWN & DISTRICT SPORTS SOCCER CLUB

**NOTE:** Please do not telephone the canteen manager if your team is unable to attend rostered canteen duties, the arrangement for a replacement team will be the **rostered teams responsibility!!!**

### **Parents / Teams Role :**

Parents of registered players will be responsible for the attendance of at least x 3 Parents at any one time to for fill canteen tasks ( BBQ / Counter service )

### **Check list for Setup / Opening Canteen :**

**8am** [Pickup Stock for BBQ](#) ( [Fresh Bread](#) – McGraths Hill Bakery see address below )

**8.15am** Arrive at grounds ( Open Toilets )

- ✓ **Wipe down all bench tops ( Including BBQ area )**
- ✓ **Turn Pie Oven on ( Water Tray for Hot Dogs )**
- ✓ **Turn BBQ on (x 2 Middle Burners ONLY!)**
- ✓ **Make up gravy's place in foil containers inside electric fry pan with water on the bottom of pan in bbq area**
- ✓ **Clean BBQ plate with Hot water when heated**
- ✓ **Setup Tea & Coffee area**
- ✓ **Setup lollie counter**
- ✓ **Pre - serviette Bread and bread rolls place in air-tight container ( Bread Box )**
- ✓ **Ensure drink fridge is well stocked**
- ✓ **Setup BBQ condiments table at front of canteen ( Salt / Pepper /Sauce /Serviettes )**
- ✓ **Setup Till Float (500.00)**

**8.30am** OPEN



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### **Check list Closing :**

- ✓ **Return perishable stock items to cupboards ( Tea / Coffee / Cups / Lollie stock )**
- ✓ **Re-stock Drink Fridge & return Sauces / Chocolates for storage at correct Temp ◦**
- ✓ **Wipe over & Bring in BBQ table from front of canteen**
- ✓ **Turn OFF Gas Bottles at BBQ**
- ✓ **Turn Pie Oven OFF ( Switch & power point )**
- ✓ **Wipe down all bench tops**
- ✓ **Cash up ( Replace Float = \$500.00 & Record remaining Takings x 2 signatures " Helpers " )**
- ✓ **Sweep / Mop Floors**
- ✓ **Empty Rubbish Bins**
- ✓ **Ensure Cupboards & Fridge are Padlocked**
- ✓ **Turn OFF Lights & Lockup Canteen**
- ✓ **Lock Toilets**
- ✓ **Lock Equipment shed**
- ✓ **Lock Gate**
- ✓ **Return all money and keys to Pitt Town Sporting Club**

### **Suppliers:**

Mcgraths Hill bakery  
Mcgraths hill shops

### **Contact :**

- Sandra Woodward 0422331199
- Pitt Town & District Sporting Club ( Keys & Float - Please ensure sign " in / out " sheet is completed )  
( 139 Old Pitt Town Rd, Pitt Town Ph : 4572 3658 )