

Monday Canteen – Pre Season



PLEASE READ ALL THE WAY THROUGH

Total Points to be Earned	3 points
Total Hours Required	1 hour
You Must Arrive By	6:00pm (or 5:30pm if Colts)
Be Prepared to Stay Until	9:00pm

Primary Duties

- Open up canteen and change rooms
- Operate the canteen before training
- Operate the canteen after training
- Clean up the canteen area
- Lock up the club rooms
- Return the key to Monash Sport

Notes

- If a colts player does this role he needs to turn up a little earlier, and stay a bit later.
- The cash register is mostly broken. The key is in the cupboard next to the stove. Turn the key clockwise to the 2nd last stop. If it fails to open, flick the emergency lever underneath the cash register at the back.
- On Mondays there are **FREE** sausage rolls and party pies available. This is to encourage players to stick around at the clubrooms after training and socialise.
- You can start to lock the canteen and change rooms up early if all the players have left.
- **If you fail to clean-up properly the club cannot award any CAPS points. If you don't clean up properly it means that a committee member must end up doing it for you.**

Contact Information

Club President	0412 606 178 (Richard Huysmans)
Club Secretary	0402 113 822 (Michael Pogrebnoy)
Vice President (Men)	0423 359 019 (Trevor Lim)
Vice President (Women)	0403 968 598 (Jess Gibson)
Treasurer	0411 326 700 (Ken Kanagalinggam)
Canteen Manager	0404 466 412 (Konrad Steinmuller)

Timeline

<p>06:00 PM</p>	<p>Arrive at the Clubrooms. Collect keys to canteen from a committee member or coach. Open the canteen (external roller window) and change rooms (if necessary) Let players know the canteen is open. Wash your hands. Turn the oven to 100 degrees Put ½ of a box of party pies from the freezer (or ¼ box of party pies, ¼ box of sausage rolls) into the microwave oven for 10 minutes (or until hot). Place the pies on the metal tray from underneath the sink in the storeroom, and place into the oven. Refill the small bowl on the bottom of the oven with water (helps keep the pies from drying out)</p>
<p>06:35 PM</p>	<p>Lock up the canteen Lock up all doors into the clubrooms Attend Training</p>
<p>08:15 PM</p>	<p>Leave Training (get keys from coach) Open up the changerooms Prepare canteen for sales</p> <ul style="list-style-type: none"> • Open up Canteen Roller Door + Inner window • Turn on TV • Bring out the sauces from the small fridge in the storeroom • Bring out serviettes <p>Wash your hands</p>
<p>08:30 PM</p>	<p>Let players canteen is open & that there are FREE party pies/sausage rolls Encourage players to purchase drinks</p>
<p>09:00 PM</p>	<p>Start cleaning up IMPORTANT</p> <ul style="list-style-type: none"> • Wipe down benches • Wipe down microwave • Turn off Oven MUST DO! • Put sauces back into fridge • Put serviettes back into cupboard • Pick up rubbish inside and outside clubrooms • Lock internal windows • Lock the outer roller window • Turn off the TV • Put away the BBQ back into the storeroom <p>Place any Lost Property found in the clubrooms into the coffin containing the air-compressor.</p> <p>Double check all areas of the clubrooms are locked, and all club equipment has been put away (if any club equipment is left out, put it into the canteen)</p> <ul style="list-style-type: none"> • Cupboard in the Away change rooms • Locks to all the coffins in the home change room • The match day cupboard in the Home change room • Door from home change room to the social area • Canteen Roller Window, Canteen Internal Window, Canteen Door • Storeroom door • 4 external doors to the club rooms (social area, home change room, away change room, referee's room) <p>Return canteen keys back to Monash Sport</p>