

# Saturday Canteen Assistant – Match Day



PLEASE READ ALL THE WAY THROUGH

|                           |                  |
|---------------------------|------------------|
| Total Points to be Earned | <b>10 points</b> |
| Total Hours Required      | <b>7 hours</b>   |
| You Must Arrive By        | <b>12:00 PM</b>  |
| Be Prepared to Stay Until | <b>7:00 PM</b>   |

## Primary Duties

- Prepare the Canteen
- Operate the Canteen
- Clean & Lock up the Canteen area

## Secondary Duties

- Pay Referees
- Look after keys to the clubrooms

## Notes

- Arrive at clubrooms by 12pm to start setting up, let players know they can purchase drinks or merchandise (such as socks & shorts) before the match.
- Notice the condition of the Canteen when you arrive. That is the condition it should be when you leave.
- There is a special price list for Saturdays ONLY. They can be located on top of the computer. Please put up all the **Saturday Prices Lists** (attached by velcro) and take down all the **Regular Price Lists**.
- There are no Member/Non-Member prices this season. Only Saturday Prices, and Regular Prices.
- Referees (club referees, and club linesmen) can get one free drink from the canteen. FFV Referees should have cordial put into their changerooms (if the game day manager has forgotten to provide cordial, FFV referees can also be given a free drink).
- Saturday Canteen should be relatively constant all day, but feel free to watch TV as long as you can serve customers when they arrive. Another popular option is to take a bar stool outside the canteen to watch when the game is being played on Pitch 1.
- Usually everything is finished up by 6:30pm, but be prepared to stay a little later if players still want to hang around. Feel free to kick people out by 7:30pm.
- **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

|                               |                                   |
|-------------------------------|-----------------------------------|
| <b>Club President</b>         | 0412 606 178 (Richard Huysmans)   |
| <b>Club Secretary</b>         | 0402 113 822 (Michael Pogrebnoy)  |
| <b>Vice President (Men)</b>   | (Trevor Lim)                      |
| <b>Vice President (Women)</b> | (Jess Gibson)                     |
| <b>Treasurer</b>              | (Ken Kanagalinggam)               |
| <b>Canteen Manager</b>        | 0404 466 412 (Konrad Steinmuller) |

# TIMELINE



| <i>Time</i>        | <i>Job Description</i>   |
|--------------------|--|
| <b>12:00:00 PM</b> | Arrive at the clubrooms  |
|                    | If the canteen is not already open get the keys from the Game Day Manager. If the Game Day Manager is not yet there, get the keys from the Monash Reception (Key 111). Call Konrad (0404 466 412) if there are any difficulties.   |
|                    | Receive a Bib from the Game Day Manager – Signifies you are a club official  |
|                    | Unlock both Canteen Doors & Windows (Sliding door + Inner Serving Window + External Roller Window) and the Storeroom Door.   |
|                    | Setup the Canteen <ul style="list-style-type: none"> <li>• Move the BBQ out of the storeroom (so you have access to the storeroom)</li> <li>• Put a display of drinks/chocolate bars/chips for sale on the stove top &amp; microwave (should already be there).</li> <li>• Put the Bob's Diner sign (found between wall and the drinks fridge) outside</li> <li>• Turn the TV on – there are several premier league soccer games recorded on the DVR, alternatively there are several movies that can be watched during canteen downtime.</li> <li>• If it looks like it is going to rain, help the BBQ Assistant set up the marquee</li> </ul>  |
|                    | <p><b><u>Locations of Items</u></b></p> <p><b>Cold Drinks</b> : Drinks Fridge<br/> <b>Chocolate Bars</b> : Small Plastic Tub inside Drinks Fridge<br/> <b>Chips</b> : Large Plastic Tub on Canteen Counter<br/> <b>Lollies</b> : Large Plastic Tub on Canteen Counter<br/> <b>Cups/Plates</b> : In cupboard directly beneath the roller windows<br/> <b>Serviettes/Paper Towels</b> : In cupboard directly beneath the roller windows<br/> <b>Plastic Bags</b> : In cupboard directly beneath the roller windows<br/> <b>Cutlery</b> : In cupboard directly beneath the roller windows<br/> <b>Tea/Coffee/Milo/Sugar</b> : In cupboard directly beneath the roller windows<br/> <b>First Aid Kit</b> : In cupboard directly beneath the roller windows<br/> <b>Black Tape/Strapping Tape</b> : In cupboard directly under the computer<br/> <b>Heat Cream</b> : In cupboard directly under the computer<br/> <b>Bags/Beanies/Stubbie Holders</b> : In cupboard directly under the computer<br/> <b>Milk</b> : Small Fridge in Storeroom<br/> <b>Socks/Shorts/Shirts</b> : In cupboards beneath sliding windows<br/> <b>Ice</b> : Freezer<br/> <b>Ice-Packs</b> : Freezer<br/> <b>Pies/Sausage Rolls/Spring Rolls</b> : Either Freezer or Small Fridge<br/> <b>Sausages</b> : Either Freezer or Small Fridge<br/> <b>Onions</b> : Either Freezer or in Plastic Tub with the Chips<br/> <b>Bread</b> : Either Freezer or Small Fridge<br/> <b>Knives/Chopping boards</b> : Underneath Sink<br/> <b>Cleaning Products</b> : Underneath Sink</p> |
| <b>12:20:00 PM</b> | The reserves referee should have arrived by now (but sometimes they are late). He may request that you lock his room if he is going out to inspect the pitch. This is really the Game Day Managers job to look after the referee, but if he can't be found do it for him.  |
| <b>01:00:00 PM</b> | Reserve Match Starts   |
| <b>01:45:00 PM</b> | End of Reserves 1 <sup>st</sup> Half   |
| <b>02:00:00 PM</b> | Start of Reserves 2 <sup>nd</sup> Half   |
| <b>02:45:00 PM</b> | End of Reserves 2 <sup>nd</sup> Half   |
| <b>03:00:00 PM</b> | Seniors Match Starts   |
| <b>03:45:00 PM</b> | End of Seniors 1 <sup>st</sup> Half  |
| <b>04:00:00 PM</b> | Start of Seniors 2 <sup>nd</sup> Half  |
| <b>04:45:00 PM</b> | End of Seniors 2 <sup>nd</sup> Half  |
| <b>05:15:00 PM</b> | Seniors players from both teams leave changerooms to have drinks after the game  |
| <b>06:00:00 PM</b> | Stay serving drinks until the Senior coaches have left (usually the last to go).   |

| <i>Time</i> | <i>Job Description</i>   |
|-------------|--|
|             | <p><b>Clean up <i>**IMPORTANT**</i></b></p> <ul style="list-style-type: none"> <li>• Wipe down all benches in Canteen using Spray'n'Wipe</li> <li>• Put away all items used (utensils should be washed &amp; left next to sink to dry). This include serviettes, plates, cups, cutlery etc.</li> <li>• Put away any food which is rat/mouse vulnerable either into Fridge or Secured Food boxes</li> <li>• Pick up all rubbish in the Social Room</li> <li>• Pick up any remaining rubbish from concrete block outside.</li> <li>• Clean up food display</li> <li>• Collect Bob's Diner Sign</li> </ul>  |
|             | Place any Lost Property found in the clubrooms into the coffin containing the air-compressor.  |
|             | Return your club Official Bib  |
|             | <p><b>Lock up <i>**IMPORTANT**</i></b></p> <p>Double check all areas of the clubrooms are locked, and <b>all club equipment has been put away</b> (if any club equipment is left out, put it into the canteen)</p> <ul style="list-style-type: none"> <li>• Cupboard in the Away change rooms</li> <li>• Locks to all the coffins in the home change room</li> <li>• Match day cupboard in the Home change room</li> <li>• Cupboard in the Away change room</li> <li>• Door from home change room to the social area</li> <li>• Canteen Roller Window</li> <li>• Canteen Internal Window <b><i>**IMPORTANT – Easy to forget**</i></b></li> <li>• Canteen Door</li> <li>• Storeroom door</li> <li>• 4 external doors to the club rooms (social area, home change room, away change room, referee's room)</li> </ul> |
|             | <b>Return canteen keys back to Monash Sport</b>  |