



Wednesday Canteen – Pre Season

PLEASE READ ALL THE WAY THROUGH

Total Points to be Earned	4 points
Total Hours Required	2 hours
You Must Arrive By	6:00pm
Be Prepared to Stay Until	9:30pm

Primary Duties

- Open up canteen before training to sell drinks and merchandise
- Lock up the clubrooms before attending training
- Operate the canteen after training
- Clean up the canteen area
- Lock up the club rooms

Notes

- 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.
- 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.
- If players have all left, then you do not have to wait for 30 minutes after training before starting to clean up.
- Mondays and Tuesdays is FREE party pies/sausage roll night. They are provided to encourage players to socialise and purchase drinks from the canteen.

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>6:00pm</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) Open the store room and wheel out the BBQ into the social area. Let players know the canteen is open.</p>
<p>6:35pm</p>	<p>Lock up the canteen Leave the storeroom open so players can get to the freezer for icepacks if necessary Lock up all doors into the clubrooms Attend Training</p>
<p>8:10pm</p>	<p>Leave training (take the player on the BBQ roster with you) Get Keys off the Reserves Coach Open up the change rooms 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 from cupboard near stove • Bring out the bread from small fridge in storeroom. Extra bread can be found in the freezer, but try to use the fresh bread. <p>Wash your hands</p>
<p>8:30pm</p>	<p>Operate the Canteen</p>
<p>9:30pm</p>	<p>Start cleaning up IMPORTANT</p> <ul style="list-style-type: none"> • Wipe down benches • Wipe down microwave • Put sauces back into fridge • Put serviettes back into cupboard • Put left-over bread into the freezer • 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>

