



Canteen & Ground Official Duty 2022

It is a requirement of CDSFA that we operate a canteen when games are played at our home as well as provide Ground Officials (GO) for each home field games are played on.

Each team is responsible for the smooth running of the canteen, BBQ, and provision of Ground Officials for at least one Sunday throughout the season.

The Manager of the team is responsible for recruiting the necessary volunteers and making sure that the whole day is covered.

What do I need to do in the lead up to our rostered day?

- Organise volunteers for each role with your team. You will need volunteers for:
 - Ground official for each game
 - BBQ
 - Canteen x2
- *Volunteers can be players, family members or friends - they must be 16 or over. **No children under the age of 16 are permitted in the canteen per Football NSW.***
- Check your inbox for an email from the canteen coordinator. It will contain a link to a roster for you to fill out with your volunteers. The roster will include the games scheduled for the day which require the G.O.'s as well as time slots for the canteen/BBQ.
- *Canteen opens at 8:30am and is to remain open until the **final match at the ground commences**. BBQ to operate from 8:30am until around 1:00pm or until sold out (ideally by midday) – whichever occurs first.*
- Make contact with the [treasurer](#) to arrange collection of cashbox and canteen keys. Discuss a return plan too for the same day.
- Keep an eye out for another email from the canteen coordinator in regards to what you'll need to collect on the day such as meat and bread, onions & milk as well as other general instructions.
- Ensure **G.O.** volunteers are familiar with the responsibilities of their role. The following documents can assist with this :
 - [General overview of the role](#)

- [Resolving Conflict for Ground Marshals](#)
- [Spectator Code of Behaviour](#)

What needs to be done on the morning of duty?

- **Collect food items** as specified in correspondence with the Canteen Coordinator.
 - Sausage, bacon, eggs from Chilcott's Butcher
 - Bread rolls from Thuan Thien Bakery
 - Milk, onions, gas as required
- Teams that regularly play at 9am have keys to clubhouse & toilets so it's likely people will already be there when you arrive.
- **NO PLAYERS to be inside the clubhouse. ONLY Committee Members, Canteen volunteers, and Coaches/Managers.**
- **Sanitise hands on entry, and keep the main doors closed.**
 - Place rubbish bins by each field (put a black garbage bag in each).
 - Give your first rostered G.O their high visibility vest and direct them to the game they'll be monitoring.
 - Place 2 x A-frame sign boards and teardrop signs down by the fields to show the way to the canteen.
 - **Unlock the padlock on the inside canteen shutter using the round key on the canteen set. Leave the lock nearby so others can find it.**



- Open the canteen shutter and others so people can see it's open and ready for business. Switches are in the cupboard just by the entrance to the clubhouse.

OPEN UP:

Open the shutters by moving the switches into the up position. Don't touch the one under the bandaid.



I'm in, now what?

- **All volunteers are to wear rubber/plastic gloves.** Maybe have one person handle the cash, and one handle the food. Change gloves as needed.
- Have your BBQ volunteers take the BBQ outside and fire it up!
- Cook a batch of bacon and some sausages & onions so you are ready for the start and finish of games. Handy tips:
 - Cook meat in batches.
 - Eggs can be cooked to order or done in a batch - it's up to you.
 - Once you have a supply of cooked bacon, sausages & onions they can be kept warm in the bain marie inside the canteen.
 - Gas bottle: spare is in the clubhouse. Please take the empty one to be swapped at a service station. Please leave the receipt in the cash tin.
- Display chips and chocolate on the counter
- Switch on the zip heater (white box above sink) for tea. If you use the kettle, **please make sure the kettle water has been emptied at the end of the day.**
- Coffee pods are available for the coffee machine. We serve tea and hot chocolate. Sugar and not sugar are also available.
- Cut the bread rolls and separate the sausages. Please follow food handling guidelines displayed near the sink.

What am I actually selling?

- Bacon & egg rolls, sausage & onion on a roll or any combo that people ask for.
- Chips, lollies, chocolate and cold drinks
- Tea, coffee & hot chocolate
- Uniforms: shorts, socks & hoodies. Prices listed in the canteen. Make a note of uniform sales on the cash sheets included in the petty cash tin.

What else might I be asked for?

- Ice
 - Freezer bags should be in the freezer
 - Each field should have an esky with a few of these ice packs
 - Give a sheet of chux to wrap the pack

- First aid supplies - You'll find these on the counter near the sink
- Whistles
- Ball pump - use the electric one

What is expected of me when I pack up?

The canteen can be closed at the beginning of the final game, but you can begin packing away when it is convenient.

- Clean the BBQ - wipes should be near the sink. **BBQ oil to be wiped clean and stored in the fridge.**
- Clean up all mess from BBQ area and return items to where they were found
- Wash up any used utensils, trays etc, dry and return to their place.
- Empty water from the kettle & coffee machine. Make sure used pods are emptied from the coffee machine.
- **Wipe down all the benches with disinfectant wipes**
- **Leftover food:**
 - **Uncooked sausages and bacon can be frozen (use freezer bags, seal & date)**
 - If the milk will still be well in date for the following weekend, it can remain in the fridge. Otherwise, throw it away.
 - The same applies to eggs. If in date, leave them in the fridge.
- Stock the fridge in preparation for the next week
- Put the chocolates in the fridge. Chips and lollies to be placed on the tub under the bench.
- Ensure the lid of the freezer is closed properly.
- Take rubbish to bins outside and reline bin (black bags under sink)
- Sweep and mop the canteen floor
- Collect the 2 x A-frame sign boards and teardrops from the fields.
- **Email the canteen coordinator of any items that are running low AND how much meat, milk & egg remain. canteen@rlwsc.com.au**

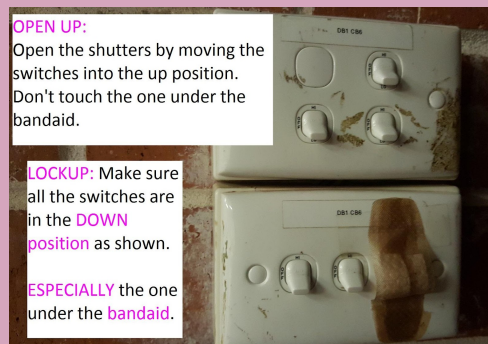
Should I lock up now?

If you've cleaned up, stocked up & taken note of what's left AND the final game has commenced, then YES!

- Make sure there are no match sheets in the canteen, they should be in the box affixed to the wall next to the canteen door



- Close the shutters using the switches in the cupboard near the entrance to the clubhouse.



- Padlock the canteen shutter from the inside. The padlock *should* have been left affixed to the latch. You'll need the round key on the canteen set of keys.



- Lock the canteen door using the latch on the back of the handle.
- Lock the security grill gate with padlock.

- Make sure the team that will finish last has a set of keys marked LOCK UP KEYS. They will have to pack up their field and put gear back in the clubhouse as well as access the match sheets.
- Return 'Treasurer Keys' with the cash box as per the arrangement you made with the treasurer when you collected them.

Please don't leave messages in the canteen or clubhouse.

Email canteen@rlwsc.com.au