

CANTEEN SUPERVISOR GUIDELINES

Adopted by Newcastle Netball Executive Committee
on 4 January 2017



<i>Updated</i>	<i>Comments</i>

NEWCASTLE NETBALL ASSOCIATION CANTEEN SUPERVISOR GUIDELINES

The canteen's purpose is to support the everyday running of the Newcastle Netball Association and to provide members with a great service.

The canteen can get very busy at times but canteen workers will always be supported by our experienced volunteers who are there to ensure everything runs smoothly.

To eliminate wastage and loss of profit, if canteen workers have any questions or are unsure of anything PLEASE ask.

The canteen, where possible, will abide by the Guidelines of Goods Sports Accreditation.

1. UPON ARRIVAL

Spend a few minutes familiarising with the following:

- a. How to use the coffee machine.
- b. Where the prices of things are found.
- c. Where the cash drawers are.
- d. Where to find the spare stock of lollies and drinks.

2. DESCRIPTION OF CANTEEN SUPERVISORS ROLE:

- a. Greet volunteers as they arrive.
- b. Explain briefly what is required of the volunteers. There is signage with important key points on the back wall next to the sink for the volunteers to follow.
- c. After the volunteer has read and understood the key points, ensure he/she signs the log-in book.
- d. All bags and personal items are to be store on the floor under the coffee machine benches. No personal items are to be in the store room.
- e. Ensure the screen door is closed at all times.
- f. Ensure the volunteer signs out when his/her shift is finished.
- g. Ensure that hair is tied back.
- h. During busy periods the Canteen Supervisor will be responsible for making of coffee and tea / all hot drinks.
- i. Ensure that the coffee and tea area is wiped down regularly and kept clean.
- j. Wash dishes and keep the kitchen sink area neat and tidy.
- k. Sweep the floor when needed.

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- l. Help out where required by the Canteen Manager or Newcastle Netball authorised personnel.
 - m. Empty garbage bins, replace bin liners.
 - n. Break down/flat pack empty boxes for recycling.
 - o. You will not be required to serve customers unless otherwise instructed by the Canteen Manager.
 - p. During quiet times tasks may be delegated to other volunteers in the canteen.
3. AFTERNOON SHIFT AFTER 3:00PM:
- a. Responsible for the canteen being clean before closing.
 - b. All the dishes are to be washed, dried and put away where possible.
 - c. The floors are to be swept.
 - d. The mats are to be taken outside and shaken.
 - e. Both drink fridges are to be completed stocked (9 spare stock in the store room).
 - f. The benches are to be wiped down clean.
 - g. The coffee machine and the coffee machine area are to be wiped down and left in a neat and tidy state.
 - h. The shades that are hanging outside the canteen area in between the netball courts and the canteen are to be taken down and folded away into the milk crates under the bench.
 - i. If rostered on Parkway Avenue the Canteen Supervisor may be required to move to National Park Canteen between 4-5pm to assist with the end-of-day activities.