



MSJRLFC CANTEEN OPERATIONS POLICY

Dear Canteen Volunteers

Thank you so much for volunteering your time. We greatly appreciate your assistance and hope that you enjoy your canteen experience in return.

Please take the time to read this Policy carefully as it contains important information that you need to be aware of which will hopefully assist you throughout the day.

Please let the Executive Committee know if you have any suggestions which may assist in the operation of the canteen.

Any issues experienced in operating the Canteen are to be reported to the Executive Committee for follow up.

Have a great day and thank you for your support.

MSJRLFC Executive Committee



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GENERAL INFORMATION

WORK HEALTH & SAFETY

The Work Health & Safety Act 2011 (**WHS Act**), together with the WHS Regulations 2011 specify the following:

- Enclosed non-slip shoes should be worn.
- Gloves must be worn when handling food and changed appropriately (eg: between handling food and receiving money).
- NO CHILDREN are allowed in the canteen when operational.
- MSJRLFC requires any incident, near miss, hazard or otherwise to be reported to the Secretary as soon as practicable after being noticed or identified.

FIRST AID

- The First Aid Kit is situated in the cupboard near the phone.
- The FAO on duty at the grounds must be notified immediately of any injuries of any kind (whether these are to players, parents, third parties, coaching staff, volunteers or observers).
- All incidents or injuries must be recorded in the NRL Injury/Incident Report book which is located in the cupboard and subsequently reported to a member of the MSJRLFC Executive Committee.
- All Hazards / Near Misses must be recorded on the FORM-003 which is also stored in the cupboard and subsequently reported to a member of the MSJRLFC Executive Committee.

IOU'S / FREE FOOD

- MSJRLFC does **NOT** allow IOU's or credit unless authorised by the President.
- **ONLY** rostered canteen workers are entitled to have one selection of hot food and a drink per session in the canteen.
- **Free food and drink is not to be given to friends, family, children or other third parties at any time.**
- Left over perishable food may be taken home in exchange for a token donation.
- Any reports of free food given will be investigated by the Executive Committee.

INVOICES

- All goods received are to be checked against the invoice to ensure that the order is correct.
- The person responsible for checking the invoice against the order and confirming the order is correct must date and sign the invoice "Goods Received" if the order is correct.
- If the order is incorrect, any errors are to be noted and the Assistant Treasurer / Treasurer are to be informed for follow up with the supplier.



- The invoice is then to be stored with the balance of the receipts taken for the day for reconciliation in end of day processing.
- **It is the Canteen Coordinators responsibility to ensure that suppliers are notified ASAP where games have been called off so as to try to avoid unnecessary expenditure and wastage where food will not be required.**

ROSTER DAYS / TIMES

- If you are unable to work your rostered day or time it is your responsibility to both advise the Canteen Coordinator as soon as practicable before your day/time in addition to organising a swap or a replacement.
- Any volunteer who fails to turn up at their rostered date / time without advising the Canteen Coordinator will be required to pay a \$5.00 donation.
- Donations collected from rostered parties not turning up will be collected by team managers during game days or during the following week at training.

VOLUNTEER REGISTER / DAILY RECORDS BOOK

- **All volunteers must sign on and off** by signing the Volunteer Register located on the cupboard wall as you enter the canteen.

DAILY CANTEEN TAKINGS

- The 'FORM-002 - End of Day' sheet is located in the cupboard and must be used to close off each day's canteen operations.
- To complete the sheet you must count the cash in the cash register, petty cash receipts from the petty cash book and the 'Z' report from the cash register.
- All receipts evidencing the days' takings will be attached to the FORM-002 and given to the Assistant Treasurer / Treasurer with the banking for the day.
- The FORM-002 must be signed and dated by the person responsible for completing the first cash reconciliation.
- The Assistant Treasurer / Treasurer must counter-sign the FORM-002 once the secondary reconciliation has been completed.

FLOAT

An amount of \$420 will be left as a float for the day. The float is to be made up of the following

5c	\$0.00	\$1	\$40.00
10c	\$2.00	\$2	\$50.00
20c	\$8.00	\$5	\$100.00
50c	\$20.00	\$10	\$100.00
		\$20	\$100.00



The float is to be reset from the day's takings at the end of the day and left in the cash register tray. The cash register tray is then to be taken upstairs into the office and placed in the desk draw.

CASH MANAGEMENT

- There must never be more than \$600 in the cash register at any time during the day.
- During the day the Canteen Coordinator must check the cash register and remove any large notes and secure these safely until the end of the day when they will be counted with the balance of the canteen takings as part of the FORM-002 reconciliation.

DELIVERIES AND SUPPLIERS

Meat

- Must be purchased from **Woodrising Butchers** weekly.
- Orders may be rung through to the butcher before 6pm on the Thursday before game day, if they are not answering leave the order on the answer machine.
- Meat will be delivered to the field by 7am Saturday.
- The order is to be checked and the invoice signed off, with any errors noted for the Assistant Treasurer / Treasurer to follow up.

Groceries / Bread / Soft Drinks

- Purchased from a supermarket and delivered each week by a Canteen Volunteer or the Canteen Coordinator.

Chemicals / Dispensers / Napkins / Straws / Cups / Kitchen needs

- Are to be ordered and restocked as needed.

Baked Goods / Pies

- Are to be ordered each week and delivered / picked up ready for 7am on game days.

Confectionery

- To be sourced by Canteen Coordinator and approved by Treasurer prior to order.

TAX INVOICES / RECEIPTS ARE REQUIRED TO BE OBTAINED FROM ALL SUPPLIERS FOR ANY GOODS PURCHASED



ORDER QUANTITIES AND STOCKTAKE

- Order sizes are critical as MSJRLFC is working towards reducing wastage from the Canteen.
- Order quantities are to be confirmed with the Treasurer, Assistant Treasurer or President prior to order.
- Canteen Coordinator is responsible for conducting a fortnightly stocktake and to provide a report to the Executive Committee on stock levels when requested.
- Canteen Coordinator is responsible for ensuring all stock is 'in date' and for removing any out-of-date stock from the Canteen.

CANTEEN CREDIT CARD / KEYS

- Purchases from Coles for goods for the Canteen may be done using the Canteen credit card.
- There is a limit of \$500 on the Canteen credit card and the card must only be used for purchases for the MSJRLFC canteen.
- Receipts from any purchases using the Canteen credit card must be kept and provided to the Treasurer or Assistant Treasurer weekly.
- The Canteen credit card remains the property of the MSJRLFC and must be returned when requested by the Executive Committee or on changeover of Canteen Coordinator personnel and in any event, is to be returned to the Treasurer at the end of each season.
- Any misuse of the Canteen credit card may result in dismissal from the MSJRLFC.
- Keys issued to the Canteen Coordinator or any volunteer remain the property of the MSJRLFC and must be returned on request as well as at the end of each season.

GIFTS AND DONATIONS FROM SUPPLIERS

- All gifts and donations must be noted in the diary on the day of receipt. Any non-reporting will result in immediate rejection from MSJRLFC and the person who failed to report the donation may be dismissed from MSJRLFC by the Executive Committee.

REFEREES FEES

- Referee fees are paid in cash from the canteen cash register on game days.
- Referee fees are to be written up on the FORM-005 - Referee Fee Sheet.
- The FORM-005 is to be completed and attached to the FORM-002 as part of the end of day reconciliation.
- Any incident reports completed by any referees must be attached to the FORM-005.
- Referees must sign the FORM-005, indicating payment for their services has been received.



BEST PRACTICE FOOD HANDLING GUIDELINES

PERSONAL BELONGINGS

- Keep handbags and personal belongings away from food preparation services.
- Do not store handbags or personal belongings on bench tops – personal belongings can be stored in the cupboard.
- Do not smoke in canteen or on the grounds – a failure to adhere to this policy may result in instant dismissal from MSJRFLC.

PROTECTIVE CLOTHING

- Clean clothing should be worn.
- Aprons are to be worn during food preparation and while operating the BBQ
- Aprons must be placed with dirty tea towels for washing every week.
- Enclosed non-slip shoes must be worn at all times – no thongs or sandals will be allowed.
- Hair must be tied back and in a clean state.

HANDWASHING

- Regularly wash and dry your hands thoroughly whilst on canteen.
- Wash your hands with soap and warm water and dry them thoroughly on a single use towel i.e. paper towel provided.
- Hands must be washed:
 - On arrival at the canteen
 - Before you prepare any food
 - After handling raw meat, poultry
 - After handling known allergenic foods
 - Before preparing orders for children with known allergies
 - After going to the toilet
 - After blowing your nose
 - After touching or combing hair
 - After handling food waste or garbage
 - After handling money

GLOVES

- Gloves must be worn at all times when handling food
- Gloves must be changed at appropriate times (eg: in between customers' orders and in between preparing food and handling money)



JEWELLERY AND NAILS

- Jewellery must be kept to a minimum as it harbours dirt and bacteria.
- Fingernails must be kept short and clean.

FEELING UNWELL

- If you are suffering from a transmittable condition or symptoms of food borne disease (such as diarrhoea, vomiting, fever, sore throat with fever) do not engage in food handling.
- If you have sores on your hands, arms or face cover them with coloured waterproof dressings and use disposable gloves.



GAME DAY PROCEDURES

OPENING TASKS

- Please arrive at 6.30am to open up, or arrange for a team member to do so.
- Fill in and sign the **Volunteer Register** (required for insurance purposes). This should be on the cupboard wall as you enter.
- Lock open the pad bolt to the door, open roller door, open the gates and the change rooms
- Collect the float from the office.
- Check the diary for any notes located on the bench
- Unlock the fridge and the store room
- Load up and turn on slushie machine following directions on the wall chart
- Turn on Pie oven following directions on the wall chart
- Take BBQ equipment box to the BBQ area including sauces
- Write up specials on the board
- Wipe down and prepare counters

PRE-GAME TASKS

- Meat, onions and bread to the BBQ area fridge
- Stock the pie oven and set the timer
- Stock drinks fridge from the store room
- Stock lollies and chips from the store room
- Complete the canteen hazard checklist
- Collect the Pre-game checklist from grounds manager and put with the day clip board
- Referees to sign in on the referee sheet
- Grounds announcement ipod activated to play recordings
- Check the timer on the pie oven and set back to the correct temp
- Have a break and get ready for the day!

GAME TASKS

- Remember to wash hands regularly
- If the pies are running low check with the co-ordinator and restock on the LOWER shelves and cycle up from there
- Check the stock of lollies and drinks and re stock every hour
- Keep the working area clean and wipe down the tops regularly
- Check the amount in the till regularly and ask the co-ordinator to clear it regularly



POST GAME TASKS

- Wash up the BBQ equipment and check the BBQ is CLEAN
- Check the BBQ area is locked and secure
- Uncooked food from the BBQ area is put into the canteen fridge in the storage room
- Cooked food is disposed off
- Turn off the pie oven
- Turn off the slushie machine (see wall chart)
- Turn off the Zip hot water
- Rubbish placed into the bins on the side of the building
- Wipe down the bench tops
- Sweep and mop the floor
- Lock the drinks fridge
- Lock the store room
- Close the roller shutter
- Close and lock the door to the canteen

END OF DAY TASKS

- Count the till (see Cash Management on page 3)
- Complete and sign the FORM-002 – End of Day
- Collect all the paperwork from the game day board and put into the Secretary's drawer in the cupboard
- Banking and FORM-002 to be given to the Assistant Treasurer or Treasurer
- Float is taken to the office and office locked
- Club house is locked.

OPERATING THE CASH REGISTER

- The cash register is to be used to record all transactions operating from the canteen. Misuse of the cash register may result in dismissal from MSJRLFC.
- The cash register has been pre-programmed with all stock items at current prices (including non-food items such as mouthguards and tape etc).
- The float is to be installed into the cash register as part of the pre-game procedure and then taken out of the days' takings whilst completing the FORM-002.

*** END OF PROCEDURE ***

End of Day Sheet

Date ___ / ___ / 2017



Float in cash register at commencement of canteen operations (C)

\$ 420.00

Cash in Cash Register at end of Canteen operations

	Count	Amount
5c		\$
10c		\$
20c		\$
50c		\$
\$1		\$
\$2		\$
Total coins		\$

	Count	Amount
\$5		\$
\$10		\$
\$20		\$
\$50		\$

Total notes	\$
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Total in the cash register (A)

\$

Referee Fees Paid

Attach all completed FORM005's for Referee Fees paid from the cash register and note total of payments

Total Referee's Fees Paid (B)

\$

Petty Cash Payments made

Description	Amount
	\$
	\$
	\$
Total Petty Cash payments made (D)	\$

Balances

A	Total in the cash register	\$
B	Total Referee's Fees Paid	\$
D	Total Petty Cash payments made	\$
	Daily Takings (A+B +D)	\$
C	Less float from start of day	\$ 420.00
E	SUBTOTAL	\$
F	Z Report balance	\$
	OVER / SHORT (F - E)	\$

Counted By

Checked By

Name:

Name:

Signature:

Signature:

MSJRLFC Incident / Hazard / Near Miss Report Form



Name of person reporting:			
Date:		Time:	
<u>WHAT</u> happened:			
<u>WHO</u> was involved:			
<u>WHY</u> did it happen:			
<u>WHAT</u> action needs to be taken now:			

Signed:

Received by MSJRLC Executive Committee Member:

Name: **Signature:**

MSJRLFC - Referee Fee Sheet



Referee Name: Date:

	Fee per game	Referee Games	Amount	Fee per game	Touch Judge Games	Amount	Total Payment
16/17	\$44			\$15			
13/14/15	\$36			\$15			
Mod	\$26			NOT REQUIRED			
Mini	\$21						

Were there any incidents required to be reported during any games refereed:

YES NO

If yes, Incident Report must be completed and attached.

Signed.....

Signature of referee indicates correct payment has been received.

Referee Name: Date:

	Fee per game	Referee Games	Amount	Fee per game	Touch Judge Games	Amount	Total Payment
16/17	\$44			\$15			
13/14/15	\$36			\$15			
Mod	\$26			NOT REQUIRED			
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