



*Albany Junior
Soccer Association*

CANTEEN & DUTY CLUB GUIDE

ALBANY JUNIOR SOCCER ASSOCIATION CANTEEN & DUTY CLUB GUIDE

If you have any queries please direct them to:

Keeley Willmore – 0448 013 967 poloniaufc@yahoo.com Life Insurance & Super, Unit 1, 43-47 Duke Street, Albany.

VENUE

The canteen is run out of the clubrooms utilizing the kitchen and serving hatch.

All equipment for the fields, (nets, barrier nets, corner flags etc) can be found in the equipment store room. This is the silver shutter door next to the First Aid room

KEYS & TEA TOWELS

- These are to be collected from Keeley Willmore at Life Insurance & Super, Unit 1, 43-47 Duke Street, Albany on the Friday before your canteen roster day and to be returned on the Monday. Dates outside this need to be arranged with Keeley – 0448 013 967 between 9am – 3pm during the week

VEHICLE ACCESS TO GROUNDS

Canteen parking is accessible behind the Albany Leisure Center or next to the Hockey pitches. If you are unloading early morning this can be done by the canteen on North Road, there is a key to allow you in, only 1 car is permitted there at one time, so please lock the gate after you have entered. Rangers will ticket any persons parking on grass verges or blocking the fire gate.

GROUND WORK (Minimum 6 people needed to do this)

- All equipment for the games is located in store room
- Full size pitches – C1, C2, C3, C4 & C5. Yellow bins are all clearly marked according to which pitch they relate to. Once the nets are taken from the bins lay the bins down behind the goals, this prevents patrons using them for rubbish.
- Full size pitches – Four corner flags each
- Barrier Netting – C1, C2, C3, C4 and C5 all need the barrier netting erected.
- Set up goals and markers for MiniRoos under 7's. This year they are in front of the Canteen (C5). Markers and goals are kept in the AJSA shed.
- **MiniRoos under 7's need to be packed away at approx. 11am**
- Put up nets for the A and B pitches. (Corner flags for the B pitches on the athletics field) Note B pitches on athletics are B1 and B2.
- At the end of the day all goals, nets and flags are to be packed away in correctly marked bins and placed neatly back in the storage room. (Don't need to remove the equipment if there are senior matches scheduled to be played)
- ***DO NOT LEAVE GOALS LYING DOWN AFTER NET REMOVAL. ENSURE GOALS ARE STOOD BACK UP AND ANCHORED***

GAMES FOR THE DAY

Before the day, check the times on our website (www.ajsa.com.au) to see when the last game is played so that you have an idea how long you will be at the canteen

Remember, at times games are played in Denmark, so canteen on these days will be quieter

GAS BOTTLES & BBQ

There are **three** Gas Bottles (and BBQ) and these will be located in the storeroom

Full gas bottles will have a "FULL" tag on them and this needs to be removed once the bottle is hooked up to the BBQ.

If a gas bottle runs out, the club on canteen duty is to advise the AJSA Secretary so that it can be replaced for the following clubs

TOILET BLOCKS

Spare toilet paper, hand towels and bin bags, cleaning product will be located in storeroom

Unlock and ensure toilet rolls and paper hand towels are stocked up by 8.00am

If you have time during the course of the day please check that the toilets are reasonably clean. There are signs saying "NOT IN USE" located in the canteen with blue tack/sticky tape to put on any toilet that may not be suitable to be used

Please give the toilets a quick tidy at the end of the day – eg. Re-stock the toilet rolls, hand towels, empty the hand towel bin and sweep the floors.

BINS

There are green bins located around the grounds for use by players and spectators. They can be left where they are, but please pick up rubbish as you see it and put in the bins provided. There are bins in the brick building with a key lock on it for canteen use.

FIRE EXTINGUISHER

A fire extinguisher and blanket are in the canteen for use should you need

FIRST AID ROOM

The first aid box is in the First Aid Room. Ice Packs are in the freezer. Please let the Canteen Coordinator know if these stocks need replenishing

FLOAT

Following are guidelines to assist with float, especially relevant for the first half of the season, but probably could be scaled back as the season progresses. Whatever you choose to do **remember to have a reasonable amount of change – nothing worse than being caught out!**

\$20	\$60
\$10	\$80
\$5	\$50
\$2	\$100
\$1	\$85
50c	\$20
20c	\$3
10c	\$2
TOTAL	\$400

KITCHEN CLEANING

All cleaning supplies including mop, buckets, brooms, floor cleaner, detergents etc will be supplied by AJSA

Please ensure you spray all surfaces with supplied cleaning fluid and wipe clean at the end of the day. Whilst area is still damp spray surfaces with Jasol Kildet

Ensure all floors are swept at the end of the day

HYGIENE

Safe food handling practices must be followed on the day of your canteen.

It is a requirement of any organization that prepares food that all precautions are taken to minimize food contamination

Please ensure you read the Good Food Hygiene Practices signage in the canteen. You are encouraged to view the I'm Alert food safety training portal on the City of Albany website <http://www.albany.wa.gov.au/business/health/for-food-businesses/>

There are easy to follow, step by step information sessions which provide important information on how to manage a hygienic kitchen. Sections 2,3,4,6,8,9,15,16,18 and 19 are beneficial and we strongly recommend that your canteen coordinator completes. They aren't long or taxing sessions and don't need to be completed in one go.

Please note – this will become a compulsory requirement in future years for any club wishing to host a canteen.

COFFEE

Coffee will be served in the bar area by a coffee company this is not part of your canteen.

CANTEEN COSTS

Duty Club to pay the referee coordinator \$10 on the day of their canteen.

FOOD AND DRINK INFORMATION

The AJSA now fully supports and promotes healthy eating and drinking at our canteens. We are aware that the canteens are run by volunteers and bigger menus can become more time consuming.

The AJSA now provides canteens with sandwich and fresh fruit containers to assist with promoting healthier eating.

Ideas for healthier food are soup (which many canteens already do) sandwiches and fruit.

The following is purely a suggestion on how to maximize gains without getting too much of one item. Instead of saying u12's bring salad and u13's bring fruit and ending up with 15 lettuces and 50 apples, assign items

Jody/Lilly-Ann - loaf of bread each and some cakes,
Annie/Frankie - 2 x lettuce each and slice
Fred/Flo - bag of tomatoes each.
Lesley - water melon
Pete - apples etc

This normally eliminates an overload of any one item

FOOD ALLERGY'S

Please advise families that when making cakes and slices for the canteen to please **DO NOT** to make food that contains nuts, peanut butter etc due to allergies

There are labels for Gluten Free, Dairy Free etc to help Volunteers on the day

DRINKS

Clubs purchase their own drinks to sell

AJSA would encourage all Clubs to sell spring water along with other soft drinks and sports drinks. **No energy drinks (Red Bull/Mother) to be sold.** Don't overload on water though as there are now drinking fountains and bottle refilling stations at the clubrooms. If you over order you can on sell to the following weeks club

CANTEEN PRICING

AJSA sets the pricing for certain items. Clubs can price items to their choosing that aren't listed by the AJSA i.e. cakes, slices, muffins etc. There are various laminated prices already made up for your use in a labeled ice cream container.

REGULAR FOOD PRICE LIST

HAMBURGER and SALAD	\$5.00
SAUSAGE IN A BUN WITH OR WITHOUT ONION	\$3.00
SPRING WATER	\$2.00
COOL DRINK	\$2.50

OTHER INFORMATION

Canteen Club can advise how many sausages were sold the previous week, so you can gauge how many to order

Don't panic if you are left with sausages, freeze them and on sell them to the next week's club or keep them for your windup

SOCCER CANTEEN DUTY CHECKLIST

UP TO ONE WEEK PRIOR

- Organise sausages and/or hamburgers (**Reeves no more delivery service - can pick up between 4pm – 7pm Friday or from Saturday 7am**)
- Organise roster for parent help and arrange food donations

COUPLE OF DAYS BEFORE

- Arrange float
- Pick up keys from Keeley Willmore
- Pick up drinks and deliver to grounds

ON THE DAY

- Arrive at approx. 7.30am to open up
- Set up pitches
- Unlock referee room
- Unlock toilet block and ensure all toilets have toilet rolls and hand towel
- Turn Bain Marie on - heat light only
- Set BBQ up with rubber mat under the BBQ – PLEASE CHECK OIL DRIP TRAY (Located on the left) IF FULL PLEASE EMPTY
- Around 3.30pm clean canteen area thoroughly and sweep floors. Spray all surfaces with cleaning agent and wipe clean. Put away foldable tables and tidy chairs.
- Lock up Canteen.
- Pick up any litter from around the playing fields
- Tea towels to be returned with keys
- Count money
- Please leave kitchen and grounds clean, clear and tidy and sweep the kitchen floor, bucket and mop in cleaners cupboard (between first aid room and equipment shed)
- Check all shutters and windows are locked and Bain Marie is switched off
- If no seniors games, make sure toilets, building, first aid room and refs rooms are all locked and lights turned off.

WEEK AFTER

- Keys and tea towels Monday return to Keeley
- Advise canteen coordinator of:
 - Any empty gas bottle that need replacing
 - Any issues

AJSA PROVIDE

BBQ AND GAS

GAS LIGHTER FOR BBQ

GAS BURNER

PAPER TO WRAP SAUSAGE AND/OR OR BURGERS

CHOPPING BOARDS, KNIVES, EGG FLIP, GRATER, CAN OPENER, TONGS, VEGE PEELER,

TEA TOWELS, DISHWASHING DETERGENT, DISHCLOTHS, CLEANING FLUID

RUBBISH BIN LINERS, SOAP, HAND TOWELS

DISPOSABLE GLOVES AND CAPS FOR FOOD HANDLING

KITCHEN FOOD THROWS, PLATES, CUPS, POTS

MOP, BUCKETS, BROOMS

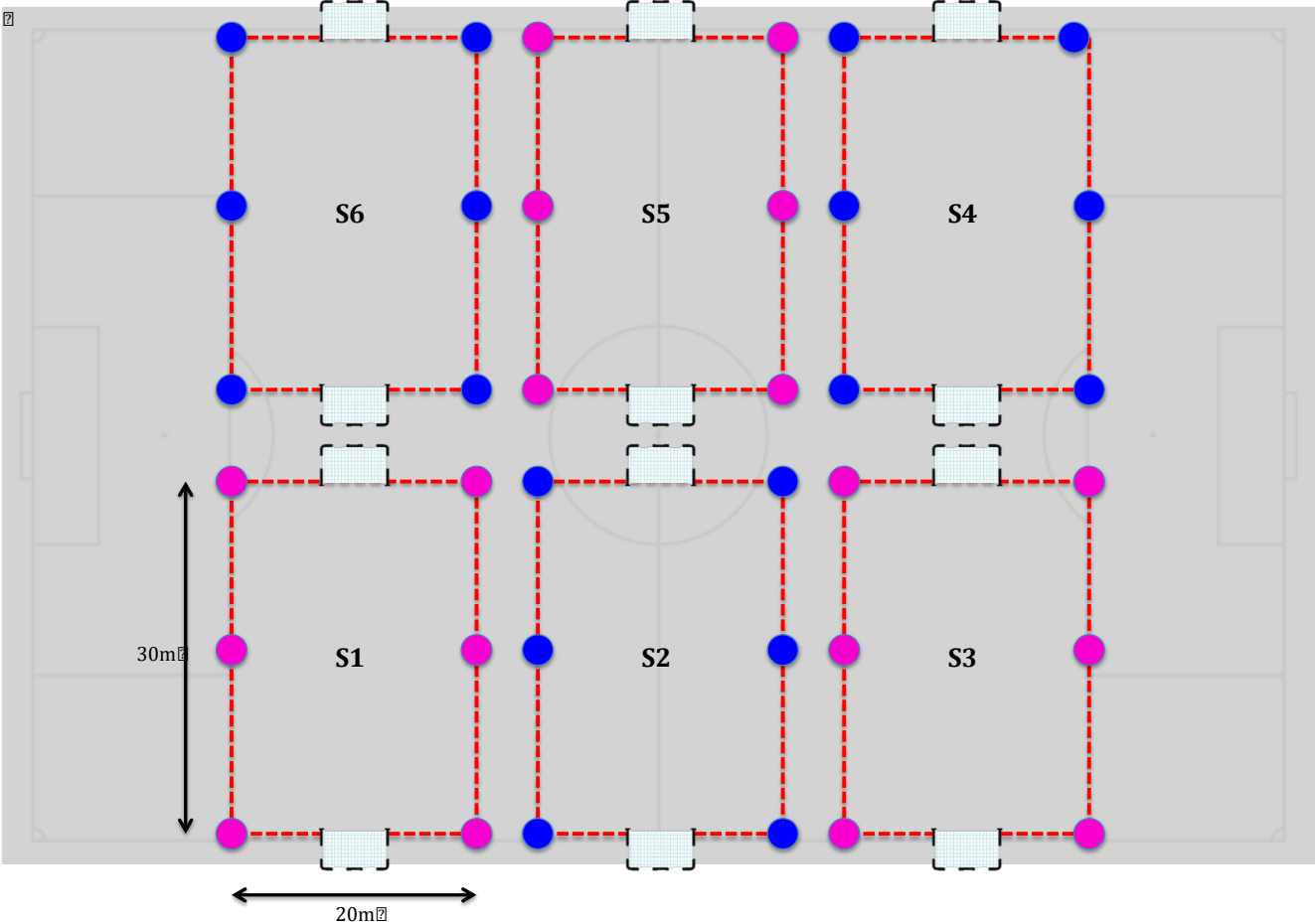
FIRE EXTINGUISHER

FIRST AID KIT

SANDWICH and FRESH FRUIT CONTAINERS

Deep Fryer is to only be used with the prior authority from the AJSA Executive. If you are authorized to use them then please bring your own oil, detergent and clean completely – please leave how you find it.

MiniRoos Under 7's set up



-----CLUB ROOMS-----