CANTEEN DUTIES

Ensure you ask ALL customers if they have signed in via COVID QR Code, and are wearing masks before serving

START OF THE DAY

- Unlock drinks fridge – key is kept in the till.
- Plug cords for the pie oven, microwave and kettle into the wall sockets – turn the pie oven on and set temperature control to max. 110 degrees.
- Push button on wall near right corner in once to start hot water system.
- Wipe all bench surfaces first with soapy water, and second with vinegar – place hand sanitisers on counter – wash your hands regularly and wear gloves.
- Tea, coffee, bin liners, brooms and cleaning agents are kept in the pantry.
- Find the box under bench which contains all the utensils – knives are in the drawer near till.
- Put out coffee, tea and sugar near the kettle along with spoons and an assortment of mugs and cups.
- Display the chocolates, chips and other items for sale on the service bench.
- Take sauces out of fridge and keep them near the pie oven.
- Get float out of safe in race office – place your receipts in the till – please write your name on them and state whether you have taken cash out of the float to pay yourself back.

PIES, SAUSAGE ROLLS & LAMINGTONS

- Estimate number of pies and rolls needed on the day – usually start with 4 (ask Glenn or Beryl if needed).
- The pies and sausage rolls should be in boxes in freezer – take out what you require.
- Take pies out of their trays and place upside down in microwave – cook for 2 minutes then turn right way up and cook again for 2 minutes – return pies to their trays and put them into the pie oven.
- Place sausage rolls in microwave and cook for 3 minutes, then place them in the pie oven.
- When red light on pie oven turns off, turn temperature control down to 70 degrees.
- Take out a tray of lamingtons (pack of 6) and wrap each cake individually with glad wrap – display in glass top tray.

ROLLS & SANDWICHES

- Get chopping boards out of utensils box – gather butter, cheese and ham near boards.
- Spread out enough bread slices to make 10 sandwiches.
- Make sandwiches using butter, ham and cheese, then wrap them individually with glad wrap – display them in container or on a tray for sale – keep in fridge if necessary.

NOTE

- You need to put the sauce on the pies and sausage rolls if buyer wants sauce.
- Prices are shown on list place on wall and service bench.
- Ice creams are kept in the freezer – milk and drinks are in fridge.

AT THE END OF THE DAY

- Clean utensils and benches – return utensils to box. Return all stock to their place of storage.
- Turn off and unplug the pie oven, microwave and kettle, and lock the fridge.
- Collect money from till, place it in its case and return it to the safe.
- Sweep floor and put out the garbage – re-line bin with new liner.