

**CANTEEN DUTIES**

**PREPARATION**

* Unlock drinks fridge – key is in till
* Plug cords for pie oven, microware and kettle into wall sockets
* Turn pie oven on and set temperature control to max (110 degrees)
* Push in white button on wall near right corner once to start hot water system
* Wipe all bench surfaces, first with soapy water, then with vinegar
* Place hand sanitiser on counter – wash hands regularly and wear gloves
* Tea, coffee, beetroot cans, bin liners, brooms and cleaning agents etc are in the pantry
* Locate plastic box of utensils/chopping boards under bench. Knives are in the drawer near till.
* Set out coffee, tea, sugar, spoons and mugs near kettle
* Display the chocolates, chips, lollies etc on service bench
* Remove sauces from fridge and place near pie oven
* Remove float case from safe in race office and place float in till
* Write your name on your receipts and state whether you have reimbursed yourself from the float
* Place receipts in till
* **Pies and sausage rolls:**
  + In boxes in freezer – take out what you require (usually start with four of each)
  + Remove pies from their foil trays and place upside down in microwave
  + Cook for 2 minutes, turn over and cook again for 2 minutes
  + Return pies to trays and place in pie oven
  + Microware sausage rolls for 3 minutes, then place in pie oven
  + **When red light on pie oven turns off, turn temperature control down to 70 degrees**
* **Hot dogs:**
  + Boil jug, fill saucepan
  + Remove six frankfurters from freezer, place in saucepan
  + Place on stove set to low temperature just to keep water warm
  + **R**emove six hot dog rolls from freezer, defrost and butter
* **Cakes:**
  + Remove three of each type from freezer and place under glass cake display on bench
  + Cling wrap any remaining from packages and return to freezer
* **Rolls and sandwiches**
  + Gather butter, ham, cheese, lettuce, tomato, carrot, beetroot and avocado from fridge.
  + Make 14 rolls initially (10 meat and salad and four salad only)
  + Wrap in clingwrap and place in marked plastic containers
  + Keep containers in fridge until just before lunch

**LUNCH**

* Put roll and sandwich containers on counter
* Display two ‘Canteen List’ pricelists on service counter. **Note:** Green pricelists are for regattas only
* Ice creams are kept in the freezer, milk and drinks in the fridge
* Sauce pies and sausage rolls as requested

**END OF DAY**

* Clean utensils and benches
* Return utensils to box and all stock to respective storage
* Turn off and unplug the pie oven, microwave and kettle, and lock the fridge
* Collect money from till, place in case and return case to safe
* Put ‘Square’ EFTPOS readers in safe (leave cord near safe as insufficient room inside)
* Sweep floor and put out the garbage, re-lining bin with new liner