



# Brooklyn United Soccer Club

## CANTEEN POLICY

Version	1.0		
Drafted by	David Mitchell	Approved by Board on	22/08/2016
Responsible person	David Mitchell	Scheduled review date	22/08/2017

### INTRODUCTION

The Brooklyn United Soccer Club (BUSC) operates a canteen for home games at Brooklyn oval. The Committee members are unable to operate the canteen for all home games and encourage teams to operate the canteen on behalf of the Club when Committee members are unavailable.

This policy applies to the Committee, paid members, life members and volunteers.

### PURPOSE

The purpose of this document is to identify Brooklyn United Soccer Club's policy and procedures for operating the canteen.

### POLICY

Brooklyn United Soccer Club's guiding canteen principle requires all members of BUSC adhere to the following standards:

- Canteen activities carried out by Brooklyn United Soccer Club will comply with all relevant laws, including.
  - Appropriate food handling including the use of disposable gloves
  - The BBQ will only be operated by adults
  - No alcohol will be sold under the BUSC name
  - Children under the age of 13 will not be allowed to prepare food or handle hot drinks
  - No stock items will be provided to any person for free – including volunteers running canteen
- All canteen activities will need to be requested to the committee via an email to the secretary ([secretary@brooklynsoccer.org.au](mailto:secretary@brooklynsoccer.org.au)) and approved by the committee of the Brooklyn United Soccer Club prior to being carried out. Approval will be provided in writing by the secretary once it has been provided by the committee.
- Stock will be purchased by Committee members for use by teams.
- All monies raised via canteen activities will be for the BUSC as a whole and will be provided to the treasurer for banking into the club's account.

**Policies** can be established or altered only by the BUSC Committee.

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## **RESPONSIBILITIES**

The Committee is responsible for the implementation and review of this policy.

All Committee members, club members, life members and volunteers are responsible for adhering to this policy.

## **PROCEDURES**

A Fundraising Sub-Committee is in place to oversee the canteen operation. The Fundraising Sub-Committee will report regularly to the Committee, including tabling of meeting minutes at monthly meetings.

All canteen activities must have the prior approval of the Committee as per the policy above and must be recorded in the monthly meeting minutes.

The Fundraising Sub-Committee will provide stock, sausages, steaks, softdrinks, iceblocks, lollies etc. Other stock must not be purchased, with the exception of fresh bread. Requests for other stock items can be made in advance for consideration by Fundraising Sub-Committee. A price list is attached.

Fresh bread is only to be purchased on the day of the canteen operation and a receipt left in cash tin (cash can be taken for reimbursement for bread only). Fresh bread must be purchased either from Aldi, Woolworths or Coles at the cost of less than \$1 per loaf. Each loaf contains enough bread for ten sandwiches. A maximum of 6 loaves of bread will be required for home games.

The Fundraising Sub-Committee will provide a \$50 float that will be provided in a cash tin held in the freezer section of the fridge in the kitchen.

A stock sheet will be provided in the cash tin and must be completed for each item sold so that effective stock control is maintained.

After the canteen is closed, the entire amount in the cash tin must be counted by two people. The stock sheet must be tallied and signed off by both people and left in the lockable cash box in freezer.

The key location for the cash box and kitchen key will be disclosed to the person making the booking at the time of agreement by the Fundraising Sub-committee. The keys must be replaced to that location.

Canteen premises are to be left clean and tidy – dishes done, rubbish removed, and everything put back in place.

## **AUTHORISATION**

David Mitchell  
President/Secretary  
Brooklyn United Soccer Club

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