



## CANTEEN & BAR PROCEDURES

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**Training Days:** Minimum 3 Adults required for rostered time lost (either from 4.30-6pm or 6pm-7.30pm)

**Game Days:** Minimum 2 ADULTS required at least 10 minutes before your game. (Last game of the day need to stay 15 minutes after game to serve final rush and count takings)

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### Canteen Set up

- Set up tables and chairs on eastern deck (top field side).
- Source float from Club Official.
- Source chocolates from fridge and set up on display table.

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### Canteen Duty

- Operate cash register by pressing relevant product keys followed by "TL" (Total) key.
- Clear mistakes using "CL" (Clear) key.
- Print receipt for all CASH payments of merchandise and leave receipt in draw of register. (Process transaction as above and then hit RCPT button to print receipt)
- Process EFTPOS sales as above, print receipt and provide to Club Official for processing.
- Please refer Hoodie and Club Shirt sales to Club Official.
- If you require further supplies please see Club Official.

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### Bar Duty

- Bags of Ice in the upright freezer in the bar area.
- Do not sell to anyone under the age of 18 from this area.

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### Canteen & Bar Close Down

- Restock chip stands and return all chocolates/lollies to refrigerators.
- Restock drinks fridges in Canteen & Bar from stock in cold room.
- Minimum of 2 adults required to count takings from both registers. Record all details on Cash Takings Sheet provided. Give takings and Takings Sheet to Club Official in cash bag provided.

**Children MUST NOT enter the bar area, operate registers or handle cash.**

Thank you for your assistance.  
BJRC Management Committee