

Milton Heights Racing Club – Canteen Evening Guidelines 2019 / 2020

Good Morning! Thank you for volunteering your time today.

- ★ Please sign in and out of the volunteer binder and if you have any questions or concerns ask a board member in the dining area
- ★ If there is no inside upkeep person please tidy the dining area, wipe tables and push in chairs
- ★ Price list is located beside the drink cooler & outside canteen.

WEEKNIGHT CANTEEN GUIDELINES

Time	Procedures	Notes
6:30pm	<u>HOT CHOCOLATE</u> (see machine for instructions) <ul style="list-style-type: none"> ● Switch on the hot chocolate and check coffee machines 	<ul style="list-style-type: none"> ● Switch is below the chocolate hopper ● Use smaller cups and leave room for milk
6:30pm	<u>SET-UP</u> <ul style="list-style-type: none"> ● Remove bars from canteen ● Set out account books ● Check cash box & Float 	<ul style="list-style-type: none"> ● Door to get in back should be unlocked ● Key for bars are in the drawer by hot chocolate machine ● Float is currently \$434
6:30pm	<ul style="list-style-type: none"> ● Put out milk/cream ● Check to see if napkins, sugar, sweeteners and stir sticks are out ● Put out cutlery 	<ul style="list-style-type: none"> ● Wipe side counter and place on top ● Extra supplies are stored in the cupboards underneath the Erika Lamb picture
6:30pm	<u>FREEZER ITEMS</u> <ul style="list-style-type: none"> ● Take out muffins and cookies from the freezer 	<ul style="list-style-type: none"> ● Open cookie packages, separate and place muffins/cookies in labeled containers ● Place on side counter

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6:30pm	<p><u>CHECK STOCK</u></p> <ul style="list-style-type: none"> ● Stock up chips/chocolate bars/drinks/candy if needed 	<ul style="list-style-type: none"> ● Food items are in blue Rubbermaid bins labeled in upper shelf ● Drinks are under microwave in main part of clubhouse -keys are located in top drawer by hot chocolate
8:00pm	<p><u>RESTOCK/NEXT DAY PREP</u></p> <ul style="list-style-type: none"> ● Check numbers for the next day ● Complete stock sheets with todays' totals ● Refill candy, chips, chocolate ● Check hot chocolate 	<ul style="list-style-type: none"> ● Check blue Rubbermaid bins above if running low ● When hot chocolate is ½ full will take a complete tub
8:30pm	<p><u>CLEANING</u></p> <ul style="list-style-type: none"> ● Clean all kitchen surfaces ● Mop kitchen floors ● Wash dishes and put away items in designated cupboards ● Empty garbage bag in kitchen and replace liners 	
9:00pm	<p><u>SHUT DOWN/LOCK-UP</u></p> <ul style="list-style-type: none"> ● Turn off hot chocolate ● Collect all items from side counter and put back in designated cupboards ● Place items in the fridge (condiments/milk, etc...) ● Put bars back on front and lock ● Count float and cash out using sheet provided ● Make ensure upright freezer is locked ● Close and ensure canteen is locked 	