

Normanhurst Eagles

Canteen Duty Roster – Normanhurst Oval

Time	Duties	Family Name
7:00am	Team Manager to open up.	
7:00am – 8:00am	Dress Grounds	1.
7:00am – 8:00am	Dress Grounds	2.
7:00am – 8:00am	Dress Grounds	3.
7:15am – 8:00am	Canteen Set-up: <ul style="list-style-type: none"> • Turn on hot water urn (at tap and power switch). • Turn on microwave at power switch. • Turn on pie oven at power switch, increase temperature to High, and then reduce to Medium; fill tray in bottom of pie oven with water and replenish throughout the day. • Put pies and sausage rolls (5 of each) into pie oven to heat; replenish as required. • Set out lollies, chips, coffee/tea/hot chocolate, etc. • Line and distribute garbage bins: <ul style="list-style-type: none"> – 1 near barbecue – 1 on balcony – 1 inside each change room – 2 on side-line • Set up barbecue. 	
8:00am – 9:30am	Canteen Duty	1.
	Barbecue	2.
9:30am – 11:00am	Canteen Duty	1.
	Barbecue	2.
11:00am – 12:30pm	Canteen Duty	1.
		2.
12:30pm – 2:00pm	Canteen Duty	1.
		2.
2:00pm – 3:30pm	Canteen Duty	1.
		2.
3:30pm – 5:00pm	Canteen Duty (including Canteen close)	1.
		2.
3:30pm – 5:00pm	Canteen close - approx 4:50pm: <ul style="list-style-type: none"> • Turn off hot water urn (at tap and power switch). • Turn off microwave and pie oven at power switch. • Empty water from tray in bottom of pie oven. • Put <u>unheated</u> pies and sausage rolls into freezer bags and place in freezer. Discard any heated pies and sausage rolls – do not freeze. • Pack away lollies, chips, coffee/tea/hot chocolate, etc. • Wash, dry and put away utensils. • Sweep out Canteen. • Seal all garbage bags and place in Council bins. NOTE: The Canteen Coordinator will collect the float, keys and soiled tea towels from the Canteen at approx 5:15pm.	
4:45pm – 5:30pm	Undress Grounds	1.
4:45pm – 5:30pm	Undress Grounds	2.
4:45pm – 5:30pm	Undress Grounds	3.

For enquiries, please contact Tony Khamis, Canteen Coordinator on Tel: 0419 189 198.

NOTES:

- The Grounds must be dressed by 8:00am (at the latest) – minimum 3 adults required. **It is also imperative that the Undressing the Grounds duties are carried out by the rostered team (minimum 3 adults required)**. Anyone wishing to assist with these duties other than those rostered will be more than welcome.
- At least one member from each family to attend rostered Canteen Duty.
- **PLEASE NOTE THAT FOR INSURANCE AND SAFETY REASONS, CHILDREN 14 YEARS AND UNDER ARE NOT PERMITTED INSIDE THE CANTEEN.**
- If you cannot make it to your allotted time, please swap with another family to ensure that the Canteen is manned at all times.
- The rostered Junior team will run the barbecue until the rostered Mini team arrives to take up these duties (to approx 11:00am). They normally have an early game close by at either Ruddock or Oakleigh Ovals.
- The Canteen Manual placed in the Canteen will have a complete list of duties, rosters, Manager/Coach contact numbers and GHFA Fixtures and Information Book.