

TATIARA KARTING CLUB

KITCHEN/CANTEEN GUIDE

CANTEEN ORDERING – using ordering sheet

Create food plan and place all food orders	
Pay accounts and send receipts to finance	
Organise float	
Complete shopping items from Foodland	
Stock take at end of each meeting	
Send copy of ordering sheet to pick up person prior to race day	
After each meeting check clubrooms, toilets and canteen is secure	
Return bakery crates after each meeting	
Wash tea towels & aprons and return	

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CANTEEN PICK UP & PRIOR SET UP

<i>Prior to race day</i>	
Check ordering sheet to understand food quantities for each race meet	
Obtain access to Canteen keys and codes	
Check gas bottles prior - outside between water tanks. Ring Barry B (D&M Rural) to refill gas	
Turn on drinks fridge, food fridge & chest freezer	
Turn on water to club room & toilet located outside near water tanks, NW cnr, turn red knob & also metal handle near wall. Also turn on the pump power point.	
Turn water pump on in the kitchen underneath the sink on the north wall	
Wipe over inside of fridge walls, floor and shelves with kildet before stocking	
Stock fridges with drinks in kart cupboards according to number of nominations	
Place Icery poles (zooper doopers) in freezer	
<i>Day race meetings</i>	
Collect ordered food from Butcher and Bakery the day prior	
Deliver ordered food to Clubrooms and place in fridges, freezers and other the day prior	
<i>Afternoon, night race meetings</i>	
Collect ordered food from Butcher and Bakery Saturday morning	
Deliver ordered food to Clubrooms and place in fridges, freezers the morning of the meeting	
<i>Race day set up</i>	
Open Canteen, turn off alarm, unlock both doors	
Turn on lights in canteen, clubrooms and toilets if required	
Turn on fans if required	
Unlock toilets using green keys from key hook	
Unlock kart cupboards if required using red key on key hook	
Turn on gas bottles located outside between water tanks. (arrow highlights the working bottle)	
Remove and fold bench coverings	
Place bin liners in bins	
Wipe all tables, benches, doors and handles with Kildet spray (in cupboard near sink)	
Set up hand sanitiser in kitchen & serving counter (located in Karts cupboards)	
Sweep & Mop Floors (detergent in cupboard near sink with FLOOR written on it)	
Prepare deep fry – fill with cooking fat and turn on	
Deep Fry On – Turn on gas outside, turn temp to 100deg, close red drain tap (point to track). Fat tins located next to hot plate. Use 1 full fat tin to fill deep fry from top. Remove grid plate. Do not push through thermometer crack, gently push down and melt. When fat has melted turn temp to 180deg for cooking.	
Ignite stove top / hot plate	
Hot Plate On – Ignite 2 left sides first – Turn handles 90deg towards track, press blue buttons in for approx. 30secs – Use long match or lighter if required. Light all 4 areas.	
Turn on range hood when required	
Turf on pie warmers, fill inside containers with water	
Set up toasters, slow cookers, kettles and other electrical appliances required	
Turn on Urn and fill	
Lay out kitchen floor mats (located under serving bench)	
Checking Float is set up and pricing sheets are visible on walls and counter	
Refill float throughout the day	

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ROSTERED CANTEEN SHIFTS - Jobs

<i>Canteen Food Preparation – prepare each item as required</i>	
Check ordering sheet to understand food quantities for each race meet	
Salads – open cheese, thin slice onion, tomato & lettuce, grate carrot	
Sandwiches – make salad rolls & toasted sandwiches	
Prepare special items – hot dogs (slow cooker), gravy rolls, egg & bacon rolls	
Prepare items to be removed from freezer – chips, chicken burgers, steak	
Pre-cut bread rolls	
Make gravy	
Warm and refill bakery food in pie warmers	
Set up tongs & utensils at stations, paper bags, chip cups, trays, paper towel, wrapping sheets, sauces	
<i>Set up and/or restock food stations</i>	
Tea & Coffee	
Drinks Fridges	
Lollies, cakes, choc bars etc	
<i>General Cleaning</i>	
Wipe benches and clubroom tables throughout shifts	
Sweep floor, empty bins, dishes	
<i>Serving at counter & taking orders</i>	
<i>THANK YOU FOR VOLUNTEERING</i>	

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CANTEEN PACK UP & LOCK UP

End of race day	
Clear all benches	
Empty bins in kitchen & clubroom	
Pack away all items in karts cupboards and locked with red keys (will prevent mice problems)	
Remove items from fridge and freezers where possible	
Stack bakery crates near counter for return	
Turn off unused power points	
Empty urn and turn off	
Empty freezer if possible, turn off and leave slightly ajar	
Empty fridges, turn off and leave door ajar using broom or mop	
Turn off Hot Plate & Clean - Turn elements off, allow hot plate to cool for 20mins, drizzle "Fire Dog" oil cleaner over plates (do not spray, fire hazard). Use square scrub with gloves to wash, drain container underneath and clean. Wipe over and cool.	
Turn of Deep Fry & Clean - No children in canteen during deep fry cleaning. Turn temp knob off, turn gas off outside. Drain fat back into fat tin (use strainer with filters) Turn red drain tap to release. Allow to cool then place lid on fat tin. Use metal buckets, fill with hot water and detergent, rinse this water through and drain 5 – 6 times. Clean grid plate. Wipe surfaces clean.	
Sweep and mop floors (mop cleaner in cupboard near sink)	
Place covers over all benches and appliances where possible	
Leave tea towels in sink to be washed	
Turn off fans, lights	
<i>THANKS FOR VOLUNTEERING IN THE CANTEEN</i>	