

CLUB DUTY - SENIORS

If your club is sharing duties with another club please liaise with the other club to ensure cover is arranged for entire duty

KITCHEN

- Two people at all times throughout duty
- Seniors to commence at 11.45am, finish at 3.40pm
- For duties refer to instructions in duty folder\

OFFICE

- Supply one person to assist in downstairs office throughout duty – use the intercom phone as per instructions on the wall to contact the person on the microphone re cards that have not been completed or for cards that umpires have not collected
- Seniors to commence at 11.45 and finish when the last round cards have been collected by the umpires

COURTS

- Once junior netball is finished (11.45), set up scorer box along side court 1 and court 8 as per photos in the folder
- x2 form seats on either side of scorers box, seats to be set up on transverse lines

CLEAN UP FOR DUTY CLUBS

SENIORS:

- Kitchen – refer to instructions in duty folder, place confectionary in pantry
- Top lounge – tidy table and chairs in place
turn off heaters and lights
vacuum
check toilets off lounge and leave in a clean state
empty rubbish bins from lounge area into correctly coloured pod bags in downstairs pavilion
- Downstairs pavilion – push table and chairs up against wall and vacuum floor
- Toilets – clean all toilets and mop floors
Cleaning detergents in cleaning cupboard by First Aid room – see clean-up list in cupboard
- Courts – scorer's box, form seats and signage boards back into garage
courts to be cleaned up of all rubbish and placed in recycle centre outside the pavilion
lost property to be picked up and placed in box inside pavilion by canteen

If your club is sharing duties with another club please liaise with the other club to ensure cover is arranged for entire duty

KITCHEN DUTY FOR SENIOR CLUBS

Please provide 2 people at any one time – one adult with secondary school pupils

Duty to commence at 11:45 AM, finish at conclusion of netball

No young children permitted in kitchen – health & safety reasons

- **Transfer pies, sausage rolls etc from oven to pie warmer**
- **Gauge how busy kitchen is, if slow do not heat any more pies etc in oven after 2.30pm – heat in microwave if required**
- **Self serve system, customers to make own hot drinks – they must buy the cup first and paper cups are to be used for those taking the drink out to the courts – normal cups for those inside**
- **Ensure enough water in urn – refill as required, use hot water from zip or boil jug**
- **Food and confectionary price lists on wall**
- **Throughout afternoon clear table of dishes and wipe down**
- **Wash cups, plates, cutlery in sink, detergents etc under sink**
- **Place dishes in dishwasher trays (on shelves) and put through wash cycle**
- **Once finished dry and put away**

Throughout afternoon offer office personnel tea/coffee and something to eat – no charge

At 3.30pm close kitchen

- **All unsold food to be cleared from food stands and pie warmers, put on steel table in kitchen**
- **Switch off ovens, pie warmers and urn (empty out water)**
- **Wipe clean food stands, pie warmers, oven trays and tables**
- **Check upstairs lounge for any dishes**
- **All dishes to be washed and put through dishwasher cycle**
- **All cups, tea, coffee etc to be put away, milk in fridge**
- **Benches wiped down**
- **Mop floor clean – mop in cleaning cupboard in pavilion**
- **Table & chairs to be pushed up against wall**
- **Floor to be vacuumed – vacuum cleaner in cleaners cupboard**
- **All rubbish to be in the appropriate bags/bins**

THANK YOU FOR YOUR TIME AND HELP