



# Mordialloc-Braeside Junior Football Club Inc

## Canteen and Food Handling Policy

The canteen and food handling policy is to provide all Club members with guidance and governance for the following areas:

- Hours of operation to meet the needs of the Club on sanctioned game days.
- Provide a variety of food options for Club members at a reasonable cost.
- Providing a valuable source of revenue for the Club.
- To provide a healthy food menu to the Club members and visitors as an accredited Level 3 Good Sports affiliated Club.
- To maintain a safe and healthy environment by practising a high standard of food handling and food hygiene when storing, preparing and serving food.
- Maintaining a safe working environment for the Canteen Manager, Canteen staff and Club volunteers.
- Ensuring our Club reviews all food handling and hygiene policies and procedures annually.
- Ensuring our Club canteen Manager and Staff are accredited in Food Handling.
- Ensuring Club canteen Manager, Staff and volunteers are provided with information on correct food handling policies and procedures.

### **Canteen Services**

- During home games from the beginning of the first game to the end of the last game.
- Club events as determined by the Club's committee.

### **Pricing / Profit**

Food and drink prices will be set by the Canteen Manager, in conjunction with the Club's Treasurer, before the start of the season, and approved by the Club's committee. Prices will be reasonable for customers, but ensure all costs are met and some surplus is made for the benefit of the club.

### **Staffing**

The Canteen will be staffed by a Canteen Manager, Canteen Staff and Club volunteers. The volunteer Roster will consist of two adults per home game, as determined by each Team Manager, and notification will be given to each volunteer well ahead of their rostered time. The minimum age for any staff or volunteers in the canteen is 15 years old.

### **Canteen Manager's Duties**

- Assign specific tasks to the volunteers (e.g. food preparation, cleaning, over the counter sales etc.)

- Train new volunteers in their duties or delegate this responsibility to experienced
- personnel. Ensure they are taught the correct use of equipment and good
- hygiene practises.
- Ensure Australian Governments Food Handling regulations are complied with
- (refer [www.foodstandards.gov.au](http://www.foodstandards.gov.au) )
- All volunteers on canteen duty will be provided access to food handling policies,
- procedures, orientated to the kitchen and provide safe management information by
- the Canteen Manager in the prevention and or management of an emergency, fire or
- injury.
- Ensure that correct food practises are observed to prevent spillage and or cross cont-
- amination of food.
- Ensure protection of foodstuffs from vermin by annual pest control.
- Place garbage bins and recyclable cardboard in the bins provided by Council.
- Ensure all canteen volunteers wear gloves when handling food.
- Ensure all canteen staff and volunteers wash their hands before and after handling
- food and to use the food hygiene gloves provided.
- Ensure all surfaces and equipment is cleaned at the end of the canteen day.
- Ensure the equipment is used correctly, cleaned properly, well maintained and re-
- paired when necessary.
- Ensure fridge temperature measurements are recorded weekly.
- Ensure temperature measurements are taken for hot food on canteen day.

Updated November 2018