

Canteen Management Policy

The purpose of this policy is to ensure that the canteen is a service that will:

- Provide members and their guests the option to purchase food, snacks and beverages at club events
- Function as an efficient business enterprise.
- Demonstrate high standards of food safety and hygiene in relation to the preparation, storage and serving of food that is consistent with the national Australia New Zealand Food Standards ([Food Standards Australia New Zealand \(FSANZ\) website](#)).
- Maintain the canteens registration with the City of Greater Bendigo and operate within its regulations.

Trading Hours

The canteen will be open from 10:30 to 2:20 on Saturday Race Days.

In consultation with the Canteen Manager, the canteen will be available for special events (regattas etc) approved by the General Committee.

Insurance

- The Canteen Manager and volunteers are covered by the Club's insurance policies.

General Committee Responsibilities

- Appointing the Canteen Manager
- Oversight of the Canteen Manager and the canteen
- The provision of any capital equipment
- Maintenance and replacement of equipment
- Provision of Utilities (Gas, Electricity, Water and Internet)
- Payment of Licence Fees
- A monthly financial report outlining both the canteen's income and expenditure.

Canteen Manager Responsibilities

- The Food Handling Program
- Safe food handling procedures
- Cleanliness and presentation of the canteen
- Menu selection
- Provision of stock

- Appropriate safe food and personal hygiene training
- Maintaining the Cub's Registration with the City of Greater Bendigo
- Food Safety Supervisor's certification
- Training of volunteers in-line with their duties
- Management of volunteer staff

Volunteers

Responsibilities:

- Undertake the training provided by Do Food Safely (dofoodsafely.health.vic.gov.au) and supply the Canteen Manager with a copy their DofoodSafely Certificate
- Attend a canteen orientation program

While on duty volunteers will be supplied with a clean pocket-less apron, and must wear closed footwear.

Volunteers are entitled to lunch and afternoon tea.