

Flinders Park (Junior) Football Club

Duty Statement: Ground Setup/Packup



1. Responsibility	Assigned weekly by Committee
2. Required	Ground key
3. Start of day procedure	
<ul style="list-style-type: none"> • Pick up bread, rolls and invoice from Bakers Delight at Fulham Gardens shopping centre at approx. 8am and drop off in the kitchen kiosk at the club • Unlock and open all doors of the shed and get the BBQ and trestle tables out from shed, set up and connect the BBQ • Put the board under the BBQ, line warming tray of BBQ with alfoil and empty the drip tray • Get disposable gloves, serviettes, sauce, price board, aprons, serving utensils, cooking utensils from the kitchen and set up (Kitchen staff will supply the float money and tray) • Unlock change rooms, make sure they are clean and move recycle bins outside • Take post covers from umpires room and put them on the posts • Take stretcher and first aid kit from change rooms and place at home bench • Unlock scoreboard and timekeepers box (obtain keys from committee room) • Get initial bread, meat and egg supplies from kitchen • Start BBQ and as volunteers arrive ask them to: <ul style="list-style-type: none"> • Cook up onions and put in bowl with alfoil over • Start cooking sausages, bacon and eggs and place in warming drawer • Cook steak as ordered during the day • Ask kitchen staff when they need more of anything • Make sure the Team Manager from the U8, U9 or U10 has completed the JLT Match Day checklist 	
4. End of day procedure	
<ul style="list-style-type: none"> • Clean and pack up BBQ and tables, giving all cooked meat and the money tray to the kitchen staff • Sweep up area • Lock shed • Put post covers, stretcher and first aid kit away in change rooms • Lock scoreboard and timekeepers box 	

This document was endorsed by the Flinders Park (Junior) Football Club committee on 4th March 2014. It can be amended by the committee at any time, however in the absence of changes it will be reviewed again on 4th March 2016.