



If in doubt - invoke the right of parley - we adhere to the pirate's code. ☠

Note: If the Officer of the Day performs this duty and is the only member in the Clubhouse, it is recommended they close the canteen from 15 minutes before the first race until the Support Boat(s) have been retrieved from the water after racing.

1. Responsible for running of the canteen on a race day. Canteen Manager usually opens the Canteen and does initial setup. If they are absent it falls to you to perform this task. Refer to a General Committee Member for guidance / help.
2. Operate Canteen for approximately 2 hours prior to racing until 15 minutes prior to scheduled racing. It is usually closed during racing until the Tractor has been organised to retrieve the Support Vessels.
3. You are responsible for keeping the food warmers stocked during the day and serving in the canteen. If you need help, ask for help from Club Members. Prices are on the blackboard.
4. At completion of the day's racing (usually after the last boat is ashore), re-open the canteen for approximately 60 minutes (this may be extended to ~120 minutes at your discretion and during Regattas and Special Events but refer to the Canteen Manager for guidance).
5. You are responsible for cleaning up the canteen (washing/drying up, sweep floor, wipe down benches, empty urns, empty bins, place new liners in bins, clean food warmers and disposing of un-eaten/expired foods.)
6. Tally the cash in register (keeping canteen money separate from any other fees / membership \$ taken). Hand Canteen money to Canteen Manager and other money to Treasurer (noting what the money was for). If the Canteen Manager and Treasurer are not in attendance, hand the money to an Executive Committee Member.
7. Report to the Canteen Manager on food/drink stocks at completion of the day (i.e. observed shortages so that they can organise re-stocking prior to the next event)
8. Lock up the canteen. See an Executive Committee Member if you don't know how to lock up. No cash or valuables should be left in the canteen or indeed the Club. Never leave the Canteen open in control of anyone else when you are leaving except the Canteen Manager or the Licensee. There are to be no "she'll be right, we'll lock up" episodes.

IMPORTANT NOTES RE ALCOHOL:

- Unless a current Responsible Serving of Alcohol (RSA) certificate holder and the Licensee are physically present at the Club, no alcohol is to be served / sold. They should have their RSA card on them or readily available in the Services NSW app on their phone.
- Alcohol is also not to be served until after racing has been completed for the day and must cease if the RSA certificate holder or Licensee leaves the premises.
- Alcohol is not to be sold to or procured for any person under 18 years of age. Proof of age must be produced if in any doubt. Likewise, alcohol must not be sold to or procured for any intoxicated persons on or near the premises.
- No persons under 18 years of age are permitted behind the canteen counter or near the bar counter if alcohol is being served. No exceptions!
- Alcohol is not to be sold, except to KCC members, visiting competing sailors and their bona fide guests. Alcohol is not to be sold to the public!
- Alcohol is not to be sold once the canteen closes for the day or closes at an event.