

## COBDEN MINIATURE RAILWAY AND MINI GOLF PARK

The roster, which is published on the website at [www.cobdenrotary.org.au](http://www.cobdenrotary.org.au) and available on the “Rosters” link, currently ensures that no Rotarian or their partner is on duty more than twice in 11 runs, and that the Train ladies are required on average every third run.

The duties of each area of the roster are as follows:

Roster Area	Duties
<b>Canteen</b>	<p>First person on Canteen Roster to purchase supplies from Ritchies (Account 20944) –</p> <ul style="list-style-type: none"> <li>• Cold meat (150g)</li> <li>• Tomatoes (2)</li> <li>• Cream (600ml)</li> <li>• Milk (4l)</li> <li>• Frozen pies, pasties and sausage rolls (if required)</li> <li>• Hot dogs (if required)</li> <li>• Soup (winter only)</li> </ul> <p>Collect bread (2 sliced loaves) and scones from Bakery – standing order Sign and retain dockets from Ritchies and Bakery and put in money box Also purchase items required based on Inventory List from previous roster day.</p> <p><b>Be at canteen no later than 10:15am to commence preparation</b> Make up sandwiches and scones, and put pies, pasties and sausage rolls in pie warmer. Make up soup in winter. Manage sales throughout the day and collect money Maintain clean conditions in canteen Check condition and “use by” date of all supplies and dispose of out of date items Clear tables and wash dishes Tally money at end of day for Treasurer Prepare Inventory List for next roster day</p>
<b>Mini Golf</b>	<p><b>Open Mini Golf by 11am</b> Check playing condition of all holes and remove any debris Put out tables, chairs and umbrellas depending on the weather Manage sales of games as appropriate Tally money at end of day for Treasurer</p>
<b>Train Tickets</b>	<p>Put out A-frame signs at 3 roundabouts (Beaurepaires, Curdie/Victoria, Curdie/Walker) before start of run <b>Be available at station by 10:45am</b> Put up flags on flagpoles Ensure platforms and station entry area are swept and tidy Manage ticket sales as appropriate Collect BBQ money as appropriate Tally money at end of day for Treasurer Take down flags</p>
<b>Floaters</b>	<p><b>Be available at station by 10:45am</b> Check BBQ area for cleanliness and tidy up/wash down as required Check rubbish bins are empty at start of day and empty if required Remove BBQ cover Unlock gas cage and turn on gas – make sure gas cocks turned off at BBQ Check overall gas supply situation at BBQ and at canteen and order with Home Hardware if getting low (make sure “canteen” or “BBQ” is specified). Ensure users understand how to operate gas “on” and “off” Collect train tickets on platform throughout the day Relieve Train ticket seller throughout the day Relieve or assist at Mini Golf throughout the day Clean up BBQ area at end of day, including washing down of BBQ plates, replace cover and turn off gas in cage and re-lock Wash BBQ tools before putting away in toolboxes Empty rubbish bins from all areas at end of day</p>