

## Procedure 3



### Providor

#### Introduction

The Tasmania Bridge Association (TBA) aims to provide kitchen supplies to meet all of our members needs at the club.

#### Purpose

These procedures provide guidance for the provision of supplies to ensure the kitchen is fully equipped.

#### Scope

These procedures apply to provision of supplies for the TBA club kitchen. They do not cover the coffee machine and milk supply.

#### Procedure

Each year the Committee will appoint some people to maintain the kitchen supplies. It is usually one person to do the main supplies and another to do milk and toilet paper. This division of tasks may be modified each year depending how the volunteers want to divide it up. What is most important is that volunteers are clear on what their role is.

Following is guidance on maintenance of the supplies:

A regular check and purchase of:

##### *Coffee*

- Moccona - 400gr jar when on special and Blend 43 only when necessary
- Decaffeinated coffee (generic brand) - smaller quantities used

##### *Tea*

- Bushells Blue label 100s
- Tetleys decaf 100s
- Green tea (generic unless Twinings on half price special)
- Sugar – 1kg Home brand white and raw (1kg bags easier to handle)

Note: coffee and tea are consumed heavily – buy in bulk, particularly when on special

Dishwashing powder and Finish rinse aid (from discount shops)

Paper towel, tissues, chux wipes by the roll

Dishwashing detergent, spray and wipe, air freshener

Foil, cling wrap and baking paper

Bin liners (L for kitchen, M for toilets)

Packet soups varieties

Le Snac packets of cheese and biscuits (varieties) – often on special when not on special buy generic brand (packets of 12)

Packets of 2 sweet biscuits (buy by carton from No Frills Moonah A/C no. 0417 653 54  
Variety of muesli bars (no yogurt tops) – packets of 15 or whatever on special.

**Keep in stock**

Dry and sweet biscuits and potato chips, tomato sauce  
Cartons of UHT light and full cream milk X 1 of each (for emergencies)  
Paper serviettes and paper plates

Purchase cheese and dips for special events

**Milk**

Milk is purchased by a separate person to the main supplies outlined above and the following are guidelines of the system used.

- Check milk regularly in fridge – about 3 times a week.
- When purchasing milk seek the best possible price and the longest use by date.
- Generally, two full cream and one light milk are purchased at a time. The longest used by date is put in the small fridge so the shorter one is used first.

**Toilet paper**

A person needs to be allocated maintaining the supply of toilet paper.  
This is purchase when on special and should be of a reasonable quality.

Purchase of items will be reimbursed on giving receipts to the Treasurer.

**Document information**

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