

UQ Sport Staff Allocation Form

Emp Name:		Emp No.	
Position:			
Venue/Division:		Manager:	
Male / Female (please circle)	Full-time / Part-time / Casual (please circle)		

Allocated Items					
Key Name/Location	Key Number	QTY	DATE	Initials Taken	Initials Returned

Manager Declaration

I approve allocation of keys as indicated above for the nominated employee.

Manager Signature: _____ Date: _____

Manager Name: _____

Employee Declaration

I acknowledge I am required to return to UQ Sport the above listed key(s) upon completion of employment or when required by my manager. I acknowledge the key(s) remain the property of UQ Sport Ltd and I may not copy and/or provide the key(s) to any other person for whatever reason.

I agree that if I do not to return the key(s) listed for whatever reason, I authorise the deduction of \$50 per key from my payroll.

I confirm that I have received the keys as indicated on this form and understand the terms related to their use and return upon completion of employment.

Employee Signature: _____ Date: _____

Good food handling practices

Any person handling food must have clean hands, wear a clean apron, tie back long hair, and remove jewellery where possible.

Hands must be washed:

- Before handling any food or putting on gloves
- After handling raw meat or garbage, and after a break
- After using tissues, or visiting toilet

It is important to have enough volunteers to allow different food handling roles to be given to different people. One person should handle the raw food, one to handle the cooked food and one to handle the money.

Gloves are required for people handling the cooked food in addition to using tongs and clean serviettes.

Proper cooking and keeping food hot

- All meat must be thoroughly cooked and there should be no pink colour.
- Once cooked, meat must be kept hot at over 60 degrees Celsius; this is best achieved by leaving meat on the barbecue.
- Keep Foods Covered and Clean
- All food must be kept covered to protect food from contamination from dust, flies etcetera. A clean plastic container with a lid is a good idea for storing slices of bread.
- Handling Waste
- It is important that no fat or grease is left on the ground.
- Noise and Music
- Music and other noise is not permitted at BBQ sites, as it interferes with classes and daily business in surrounding areas, particularly in the core teaching area of campus. This includes shouting/hawking to attract business. Security will be actively monitoring this at all sites, to the extent, if noise complaints are received, Security will attend and have the BBQ closed.
- Please ensure all people who are handling food at your event have read this document.



UQ Sport BBQ Club Hire Agreement

I/, _____ of _____ (Club) acknowledge that;

The club will only use the allocated area booked for them and cleared by Security. Failure to comply with the space restriction may result in the BBQ being shut down by Security.

Compliance with any direction from UQ Sport/ UQ Security or UQ Properties and Facilities is mandatory. Failure to do so may see a Club being suspended from further BBQ opportunities.

Clubs must ensure that they provide drip trays, metal buckets and ground sheets to avoid the spillage of fat onto University property.

If a Club leaves the area in an untidy state, resulting in UQ or UQ Sport Staff needing to do additional cleaning then they understand that they will be billed for the additional cleaning and venue hire privileges may be suspended until this is paid.

The Club is responsible for the safe and appropriate disposal of any rubbish and waste – this includes the contents of the drip trays produced by the BBQ. This does not include leaving items adjacent to a bin – they must be fully disposed of in a waste receptacle or taken off campus.

Any equipment that is not returned to the UQ Sport will require immediate replacement or payment; failure to do this will mean that this will be invoiced to the Club and venue hire privileges may be suspended until this is paid.

All equipment must be washed and cleaned; failure to do this will mean that a cleaning tariff will be invoiced to the Club and venue hire privileges may be suspended until this is paid.

Condition of Equipment

If UQ Sport Ltd determines that the equipment is not in the same or better condition that it was loaned, it may repair or replace any piece or part of the equipment and the borrower will pay the cost upon receipt of invoice.

Cancellations

Clubs are to advise UQ Sport of cancellations no later than 24 hours before the event. All cancellations are to be received during normal business hours. Cancellations are to be emailed to clubs@uqsport.com.au and cc'd to AssetM@uqsport.com.au

Club Name _____

Club Member (print name) _____

Club Member (Signature) _____

Date: _____

UQ Sport _____