



Food and Beverage Policy (Staff)

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Person(s) responsible for review:	Hospitality Manager Operations Manager

Purpose

Frankston & District Netball Association (FDNA) recognises the need for staff to stay hydrated and have opportunities to eat at designated meal breaks. Accordingly, this policy permits the consumption of food and beverages within designated areas of the Jubilee Park Stadium.

This Policy exists to provide for Staff to eat and drink at the appropriate time and place, and to protect all patrons and staff from potential allergens.

Scope

The policy covers consumption of food and drink within the Stadium and aims to ensure that staff and visitors are aware of what is permissible, and any details how non-compliance may be managed. It applies to all staff, volunteers, contractors, students and others representing FDNA and/or Peninsula Waves.

Definitions

'Food and beverage' refers to any food and/or drink items that are consumed while working a rostered shift. This applies to working in any role at the Jubilee Park Stadium ("the Stadium").

'Staff' also applies to approved volunteers such as Board and Committee members who regularly donate their time to support the Association.

POLICY

Areas where food and beverage are permitted:

Food and beverage may be brought in and consumed by staff within the following designated areas of the Stadium:

- Cafe
- Function & meeting Rooms
- Admin offices/kitchenette

Areas where food or beverages are prohibited:

- Food should not be consumed behind the Reception desk or FOH in the café
- Any food & drink brought in from outside the Stadium, shall be stored &/or prepared in the staff kitchenette.
- Food and drink should not be consumed in any court area or surrounding amenity. Staff should eat and drink in spaces provided for that purpose (Café, function, meeting rooms)

Prohibited drinks

Drinks containing alcohol may not be consumed while working or perceived to be working (wearing Staff uniform). Staff are encouraged to not drink energy drinks while working due to the potential health hazards associated with some products.

Water

Staff may access water from drinking taps at any time.

Anyone working a minimum 4-hour shift is entitled to one free bottle of 600 ml water (including sparkling water).

Coffee

Anyone working a minimum 4-hour shift is entitled to one free coffee per shift. Additional coffee may be purchased with a 50% discount.

Staff Discounts

Staff discounts apply to most food and beverage items, when working.

Discounts are limited to items consumed while on shift and does not apply to any 'take home' items.

Staff may not serve themselves. All free items and discounted items need to be approved by a manager on shift.

Discounts are detailed in Appendix 1 and are subject to change at the discretion of the Hospitality Manager or Operations Manager. Changes may be made to reflect cost of goods and/or available profit margins on certain products or category of product.

Redeemed discount/loyalty cards should be collected by the Hospitality Manager, for reporting to the General Manager.

Compliance

Any Staff member who does not follow the direction of this policy and/or their Manager will be educated about the correct approach. FDNA will always take an educative approach first. Staff will be provided an opportunity to clarify any misunderstanding, and an agreed time frame to make changes.

Subsequent misuse may be subject to disciplinary procedures. Refer to Code of Ethics and Conduct and/or the relevant employment Award for detail.

Length of shift	Water or Coffee	Toastie, Ham and Salad Roll, Hot Chips or Panini
4 hours or more	1	1
8 hours or more	2	1

Appendix 1: Staff Discount detail

Staff (& approved volunteers) will be entitled to the following number of free café items each shift (where the shift is more than 2 hours):

- *One free water/coffee and toastie for a 4 hour+ shift.*
- *Two free water/coffee, toastie less for an 8hour+ shift.*
- *All drinks will be 50% for staff*
- *All food will be 20% off for staff.*
- *50% discount on court hire bookings to Staff when approved by the Operations or General Manager (refer note below)*

Staff may not process their own sales in POS system and should ask the manager to do so.

The discount applies to anyone as directed by the Hospitality, Operations or General Manager.

The discount only applies to employees working shifts of 4 hours or more.

Any items used for meetings/functions etc must be recorded in detail and forwarded to the Hospitality Manager: Cafe@fdna.com.au

NOTES:

- *The Manager reserves the right to provide additional items and/or discounts to staff who have worked above and beyond their usual duties, or undertaken additional responsibilities, or other similar circumstances.*
- *The Hospitality Manager will determine which food item(s) shall be made available to Staff for free.*
- *All Staff products will be recorded and reported on monthly.*
- *Court hire discount only available when courts are not in use by other paying customer. Should a paying customer request the same use the Staff member will have the option to cancel or pay the full retail fee.*