



Island Capitals Sports and Entertainment Group Ltd

2687 James Street,

Duncan BC,

V9L VX5

Submission:

For

CVRD

Concession Services

at the Cowichan Community Centre

Company Description:

Island Capitals Sports and Entertainment Group Ltd is a newly formed company who is in the process of taking over the Cowichan Valley capitals Junior A sports team. They have recently hired Pace Management Solutions to assist in a smooth take over of the concession at the Cowichan Community Centre.

Pace Management Solutions has been in the restaurant industry for over 20 years operating four Lee's Famous Recipe Chicken franchises, Genoa Bay Café and our operations manager Daniel Bertrand has 20 years experience at Just Jakes/ Craig Street Brew Pup. We have extensive knowledge in the retail industry operating 7 Save -On Gas/ Shell Pacemart Convenience Gas Station in Duncan and throughout Vancouver Island for over 30 Years; as well as operating Hillside Stone & Garden since 2016.

Personnel

Corey Pace, Daniel Bertrand will work directly with the island capitals entertainment group to staff and operate the concession. We are proposing 2 full time staff members to take on all daily activities of the concession and 3 to 4 part time employees for when the capitals play or any large event.

Equipment:

See Appendix C- Equipment Layout

See Appending B- Equipment List

Partnerships/ Sub Contractors

Sysco foodservice- Food Supplies/ Janitorial Supplies

B& C food Service- Food Supplies

Pepsi- Beverages

Menu

See appendix A- Menu

Projections

Cowichan Community Centre Concession

Pro Forma- Projections

REVENUE

Projected Gross Sales Revenue

Break Even

Year 1 Projections

\$216,000.00	\$259,200.00
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Food Margin

65%	65%
\$ 140,400.00	\$ 168,480.00

Wastage

2.00%	2.00%
\$ 4,320.00	\$ 5,184.00

Projected Gross Profit

\$136,080.00	\$163,296.00
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EXPENSES

**Percentage of
sales**

Labour

40.0%

\$86,400.00	\$103,680.00
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Lease

\$9,000.00	\$9,000.00
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Bank Charges

1.2%

\$2,592.00	\$3,110.40
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Insurance

\$4,000.00	\$4,000.00
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Office Supplies

\$1,500.00	\$1,500.00
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Repairs/ Maintenance

\$10,000.00	\$10,000.00
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Cleaning

\$5,000.00	\$5,000.00
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Supplies

\$5,000.00	\$5,000.00
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Management Fees

\$12,000.00	\$12,000.00
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Total Expenses

\$135,492.00	\$153,290.40
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Estimated Net Profit

\$588.00	\$10,005.60
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Avg \$ Per Transaction

\$10	\$10
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Avg Customers Summer

25	25
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Avg Customers Fall

50	65
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Total Avg Customers

75	90
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Open 288 Days a year

21600	25920
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Days open

288	288
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Avg Labor hours per day

12	12
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Avg Hourly Wage

\$ 18.50	\$ 18.50
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Minimum Operating Wage \$ possible

\$ 63,936.00	\$ 63,936.00
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Not including caps games

Ours of Operation

September to April

Monday- Friday: 10:00am to 2pm + 4pm to 7pm

Sat & Sunday: 10:00 am to 5pm

Plus additional hours to support facility events

May to August

Monday- Friday: 10:00am to 2pm

Plus, additional hours to support facility events.

Our menu is designed to attract local workers and students in the direct area for lunch and dinner time. Our focus is to maximize the potential of the capitals games and events by offering a fast approach with a limited menu to maximize the customers speed of orders.

Preferred Lease term

2 Years with a 2 year Option

Rate- 750 per month including Utilities.

Contact Information:

Corey Pace	250-710-4239	corey_pace@hotmail.com
Daniel Bertrand	250-715-7113	daniel.bertrand13@hotmail.com
John Dewar	250-715-6333	johnnd@maxxaminsurance.com
Melanie Molleken	250-815-0742	melaniemolleken@outlook.com

Food Safety Plan



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Food Safety Plan and Procedures.

2020

This document will explain the expected proper procedures relating to all handling of all food products entering and exiting the Concession.

It is crucial that these procedures are followed to prevent the introduction of food related illnesses that could arise if any food product is mishandled and various critical points of contacts are neglected.

The following includes –

- Receiving of Fresh, Frozen and Dry Storage Items
- Storage of Fresh, Frozen and Dry Storage Items
- Proper Labeling and Dating of all Perishable Product
- Monitoring Temperatures and Procedures of Perishable Product
- Proper Thawing Practices
- Proper Fridge and Freezer Storage Practices
- Proper Preparation Practices
- Proper Heating and Cooling Methods of all Prepped Product
- Proper Temperatures for Storing, Heating and Cooling of all Products
- How to Monitor equipment to ensure that Safety Measures are met
- How to ensure cross-contamination is eliminated by proper sanitization procedures
- How to deal with “Tainted” or “Compromised Product”
- Proper Disposal of possibly Hazardous Food Product
- Tracking Issues of Food Product Quality and How to Avoid Issues in the Future

Receiving of all Food Products

- All incoming food product orders are to be addressed within 15 minutes of delivery
- All cooler items are to be stored at or below 4 degrees Celsius
- All freezer items are to be stored at or below 18 degrees Celsius
- Any damaged or compromised incoming items are to be return immediately
- All cooler and freezer items need to be stored following certain standards
 1. All perishable food items need to be rotated to ensure that the oldest products are used up first
 2. All perishable items need to be stored in containers that ensure that items are enclosed to prevent cross contamination
 3. All raw protein products must be stored below any and all cooked products
 4. It is critical to ensure that all raw meat and seafood products are not stored in a way that could allow product discharge to compromise other products.
 5. Every perishable food product needs to be inspected upon delivery to ensure that the packaging or product itself has not been compromised
 6. Every incoming cooler product needs to be dated upon receiving to ensure information is provided to establish the shelf life of each and every product
- All dry storage items need to be removed from packaging and properly stored on shelves so that products can be inspected to ensure there is no damage to incoming items
- All dry storage product must be properly rotated to ensure quality and freshness is maintained.
- All dry storage, cooler and freezer items need to be received and stored in a manner that prevents cross contamination from any and other product being stored or used in the same area
- All dry storage, cooler and freezer items need to be properly sealed while in storage until the item is used in preparation for service
- Make sure to always rotate everything!

Storing and Monitoring Food Products

- All products in dry storage, cooler or freezer areas need to be monitored to ensure that they are being stored in the right conditions
- Daily temperature monitoring is required for all cooler and freezer items
- All cooler items must be stored at or below 4 degrees Celsius
- All freezer items must be stored at or below 18 degrees Celsius
- All cooler items need to be stored in a way to ensure that any discretion of product liquids is not able to compromise any other food product item in the same storage area
- All prepped items need to be dated with not only the receiving date but with the preparation date as well
- Any product that is incorrectly stored need to be inspected to ensure that the product has not been compromised
- Any product that is not rotated properly and show signs of being potentially hazardous needs to be recorded and disposed of using proper methods
- All dry storage prepped items need to be sealed in a way that no other items can contaminate that product (for example – nacho chips and croutons need to be covered and sealed at all times)
- Any packaging that is damaged with any food product needs to be inspected to ensure that the product is still safe to use. If unsure of the product quality and integrity then the product must be discarded using the appropriate methods
- All products should be stored so that all available information about that product is still accessible to those seeking information on the product

Storage Temperature Levels

- Make sure that you are storing all cooler items at or below 4 degrees Celsius.
- Make sure that you are storing all freezer items at -18 degrees Celsius.
- Make sure that all fridges and freezers are being checked daily to ensure they are sitting in the safe temperature zone.

How to Properly Thaw Food Products

- All frozen meat and protein items need to be thawed using the proper thawing practises.
- Items being thawed need to be done so under running cold water
- Items can also be thawed properly by placing in the fridge at or below 4 degree Celsius until the item is thawed acceptably
- No item can sit at room temperature waiting to be thawed even if frozen
- Once an item is thawed it needs to be stored correctly immediately or prepped and then stored using approved methods
- No items should ever be thawed using warm or hot water. Even in a situation where a product is needed right away it is not acceptable to not follow proper product thawing procedures
- Food products such as guacamole must be treated the same as raw protein items when it relates to proper thawing practises
- Items that are not thawed correctly are in jeopardy of creating a breeding ground for bacteria growth
- Items such as breads or fruits that would be compromised by thawing using cold water must be thawed in a cool that is at or below 4 degrees Celsius
- Any non-perishable food items being thawed need to be properly labeled with the date when the thawing process begins as well as the date that the product must be used or prepped by
- All perishable items once thawed need to be labeled and stored correctly to ensure that the product is used as quickly as possible

Proper Heating and Cooling of Prep Items

- Any prep item being prepped hot needs to be rapidly cooled from at least 60 degrees Celsius to 20 degrees Celsius in no more than 2 hours
- Total cooling time should be 6 hours or less
- When reheating prepped food items such as soups you must reheat to 75 degrees Celsius within 2 hours
- Hot foods need to be held above 60 degrees Celsius to prevent the item from becoming potentially hazardous
- Do not heat soups or food items using the steam table.
- Do not place items from the boiling state directly into the cooler. This is not sufficient cooling time.

Proper Product Labeling

- Every item prepped needs to be labeled with the date, item and the name of the person that prepped the item.
- When receiving orders anything taken out of original packaging needs to be labeled with the receiving date. Especially when the product is perishable.
- Labeling properly will ensure proper rotation of product and avoid the mismanagement of all food items.

Tracking Product Waste

- All food items that need to be discarded due to “going off”, improper rotating or accidental contamination must be tracked.
- Tracking waste items will also help to maintain par levels for product ordering.
- Tracking waste will also address issues with rotating and mismanagement of all food products.

Proper Disposal of Tainted or Contaminated Items

- Any vegetable product or bi products can be disposed of into any compost bin.
- Any liquid that is tainted or compromised must be dumped down the drain (except oil's) and the containers must go through the proper cleaning procedures.
- Any meats or proteins that need to be discarded should be placed in a separate compost bag, sealed and put into the compost.

Cleaning Prep Stations

- Both your knife and cutting board needs to be properly sanitized after each item prepped.
- If prepping raw meat products make sure that they are covered in plastic wrap if tenderizing.
- Make sure that you sanitize all surfaces of your prep area using Saval in all areas.
- It is crucial to avoid cross contamination at all costs. Please ensure that when you are prepping perishable food items that you are not having contact with other food products.
- Please see Sanitation plan for daily and weekly cleaning tasks.

It is going to take a team effort to ensure that we are handling all food items and products in the safest way possible.

Please speak to Dan if you feel like there are any issues regarding the safe handling, prepping, storing or cooking of all food items.

Appendix A

Concession Sample Menu.

10am – 2pm Daily

Snacks – Sausage Rolls? Cinnamon Buns? Muffins? \$4-\$6

Ice Cream Float – Vanilla Ice Cream with your choice for fountain pop. \$6-\$7

Fries or Onion Rings – Fried crispy golden potato fries. \$5-\$9

Poutine – Crispy fries, cheese curds and gravy \$8-\$12

Breakfast Bunwich – Ham or Bacon, Egg, Cheese and Spicy Mayo. \$6-\$8

Chicken Bacon Ranch Wrap – Chicken, Bacon, Ranch, Lettuce, Tomato, Shredded Cheese. \$12-\$15

Veggie Wrap – Ranch, Lettuce, Tomato, Pickle, Cheese and Lettuce. \$10-\$12

Classic Ham or Roast Beef Sandwich – Mayo, Mustard, Ham or Beef, Cheese, Pickle and Lettuce \$10 - \$14

Chicken Quesadilla – Cajun Chicken, Shredded Cheese with Salsa. \$10-\$13

Daily Lunch Specials – Daily creations – Beef Dip? Tacos? Salads? Fish and Chips? Various Pricing

GAME DAY

Snacks – Popcorn. Cotton Candy. Fresh fried chips. \$5-\$12

Ice Cream Float – Vanilla Ice Cream with your choice for fountain pop. \$6-\$7

Fries or Onion Rings. Poutine. – Crispy Fries, cheese curds and gravy. \$5-\$12

Nachos – Tortilla Chips, Spicy Ground Beef, Shredded Cheese. With Salsa and sour cream. \$14-\$18

Regular or Jumbo Hot Dog – With all the condiments and fixings. Sm. \$4-\$6. Lg. \$9-\$12

Cajun Chicken Ranch Burger – Grilled Cajun Chicken, Ranch, Cheese, Lettuce and Tomato. \$15-\$17

BBQ Beef or Veggie Burger – Beef or Veggie Patty, BBQ Sauce, Sauteed Onions, Cheese, Lettuce and Tomato \$15 - \$17

Spicy Tacos – Small Flour Tortillas, Spicy Ground Beef, Lettuce, Tomato, Shredded Cheese. With sour cream and salsa. \$6-\$8 ea.

Pizza By The Slice – House made pizza sold by the slice. 3-4 Varieties. \$4-\$6 per slice.

Game Day Specials – Philly cheese steak, beef dips, chicken wings. Various Pricing

Appendix B

Equipment

- 1) Stand Up Cooler
- 2) Deep Fryer
- 3) French Fry Warmer
- 4) Salad Roll Top Fridge
- 5) Flat Top Grill
- 6) Oven
- 7) Freezer
- 8) POS Station
- 9) Pepsi BIBS
- 10) Pepsi Fountain Machine
- 11) Pepsi Gun
- 12) Coffee Machine
- 13) Hot Dog Machine
- 14) Steam Table/Warmer
- 15) Hand Washing Sink
- 16) Stainless Table
- 17) Hood Fan
- 18) Dishwasher
- 19) Scrub Sink
- 20) Hot Food Serving Area
- 21) Popcorn Machine
- 22) Snack Shelving
- 23) Storage Shelving

* Not to scale

Arena

