

## KITCHEN DUTY INSTRUCTIONS

You may be unfamiliar with procedures for kitchen duty, so this section gives a brief overview

### Where is everything?

- **Janitor Cupboard:** double white doors, to the left of the kitchen sink. The key is kept in the top drawer to the left of the sink
- **Safe:** in the Janitor Cupboard
- **Dry Store:** contains confectionary and bulk stored food. The key can be obtained from a committee member. Committee members can be found by asking loudly!
- **Teabar Stores:** contains top-ups for tea, coffee etc. in a labelled wall-unit above the microwave
- **Kitchen Procedure** manuals, records and Log Sheets: in the wall unit to the left of cooker hood.

### Food Safety

Food Safety is paramount, if you are unsure what this means please review the Food Safety training videos linked at [www.sfbtraining.co.uk](http://www.sfbtraining.co.uk)

### Your Health

You will be signing a declaration confirming that you are in good health and that you are not knowingly suffering from any disease or illness that could be transmitted through food.

If, during the 2 weeks before your Kitchen duty, any of the following statements (1-3) apply to you, then under no circumstances should you undertake your Kitchen duty;

1. Suffering from diarrhoea-like symptoms or vomiting
2. Have knowingly come into contact with someone suffering from diarrhoea-like symptoms or vomiting
3. Have developed flu-like symptoms since returning from a third-world country where there were poor sanitary conditions

**If you are unable to undertake your Kitchen duty for health reasons** please try and arrange an exchange of kitchen duties via duty man and inform the OOD or a member of the Club committee

### Kitchen Procedures

The Club is legally required to follow a set of procedures when any food is being prepared using the kitchen. These have been minimised and summarised onto the Kitchen Procedures Log Sheet. Failure to follow these procedures could result in a food poisoning event and/or loss of our food safety certification with the kitchen being closed permanently.

If hot meals are being provided, then temperatures of the food being cooked must be recorded as per the Kitchen 'House Rules'

### **What should you do?**

- Your duty starts about one hour before the first race begins, so you should turn up around 10.00am. This is because it takes around 30 minutes to complete all the opening procedures.
- You are required to follow the instructions listed on the Kitchen Procedures Log Sheet, fill out the required entries on the Log Sheet at the start of the day and then complete and sign the Log Sheet at the end of the day
- Top up the tea, coffee and sugar containers in the self serve area.
- Snack bars (Mars Bars, Twix etc.) should be taken out for display and are held in the dry store. At the end of the day put any unsold snack bars back into the store.
- Kitchen monies float/change is stored in the Janitor cupboard alongside the safe. At the end of the day leave approx. £10 in the float and 'post' the remainder of the money, together with a completed payment slip and name, into the slot in the top of the safe. Money bags are not required.
- Kitchen equipment operating manuals are stored in the same cupboard as the Log Sheets
- It is not expected that you will be the last to leave, but you should consult with the OOD to find out when racing will finish and expect to be there for about an hour afterwards. Closing the kitchen takes about 30 minutes. Most racing finishes around 4pm, but might be later due to weather etc.
- With the help of the OOD and the other members of the duty team, tidy and clean the kitchen, Clubhouse and changing rooms at the end of the day: mop floors, collect rubbish and empty the rubbish and recycling bins if necessary.

### **Recycling**

Please recycle plastics, bottles and tins where possible, but please wash these out before putting them into the recycling bins. If you are able to take some of the recycling away with you for recycling, please do.

### **What should I bring?**

You will need to supply the following (costs can be claimed out of takings):

- Milk for the day, about 4-6 pints in high season is normally enough. Any surplus can be sold off.
- If you could also supply a cake to sell, it would be much appreciated. Home-made cakes do require a simple food safety declaration form to be completed, listing ingredients. Copies of the form can be found in the Log Sheet folder. Typical selling price is double cost of supply, with a minimum of 40p per slice.

### **Making Snacks**

- Tea and coffee is self-service by members but please provide help to members and guests as necessary.
- On a normal Club Duty, food should be available to Club members for lunch. The lunch is normally a "Ploughmans" salad or hot soup with bread. All ingredients and simple instructions will be provided.

- If a catering service is being provided for an Open or Training Event you will be required to assist those providing this catering.

### **Alcohol**

- Alcohol may only be sold to Club members, signed-in guests, or visitors (if a temporary extension to the licence is in place) who are over the age of 18 and then only during the hours prescribed on the Club Premises Licence summary. This is on display above the water boiler.
- Alcohol should not be placed in the soft drinks fridge below the water boiler.
- The Club adheres to the Challenge 21 scheme. So if any member is lucky enough to look like they are under 21 you should ask for them to prove they are over 18.
- A copy of the full licence is in the Kitchen Safety folder together with any updated instructions.

Finally if you want any help or advice, please contact the Catering Manager or any member of the Committee. Email contact is [catering@whitefriarssc.org](mailto:catering@whitefriarssc.org)