

Instructions for Kitchen Duty

- a) If you are unfamiliar with the duties, you will find full instructions in the Kitchen Procedures Logsheet summary displayed in an acrylic 'menu' holder in the kitchen, but you need to know the following before you start.
 - i) Your duty starts about one hour before the first race begins.
 - ii) The key for the Kitchen Janitor cupboard is on the "kitchen" key ring in the drawer to the left of the sink. The Kitchen Janitor cupboard doors must be left open during kitchen operation and locked up at the end of the day.
 - iii) You are required to follow the instructions listed on the Kitchen Procedures Log Sheet and complete a Log Sheet at the end of the day. Log Sheets are stored in the wall cupboard to the left of the cooker hood.
 - iv) Top up the tea, coffee and sugar containers in the self serve area from the supplies in the 'Teabar' wall cupboard and put snack bars (Mars Bars, Twix etc) out for display in the acrylic display unit. At the end of the day put any unsold snack bars back into the wall cupboard.
 - v) Kitchen monies float/change is stored in the Kitchen Janitor cupboard alongside the safe. At the end of the day leave approx. £10 in the float and 'post' the remainder of the money into the safe through the slot in the top of the safe, money bags are not required. Complete a payment slip saying how much has been deposited, include your name and 'post' this into the safe as well.
 - vi) Instruction manuals for kitchen equipment are stored in the same cupboard as the Log Sheets
 - vii) With the help of the OOD, SO, etc., tidy and clean out the clubhouse and changing rooms at the end of the day.

Kitchen duty now includes preparing and selling snacks, such as bacon and cold-filled rolls. Details will be provided in advance. Tea and coffee is now self-service but provide help to members and guests as necessary. If a catering service is being provided for an Open or Training Event you will be required to assist those providing this catering.

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

- a) Milk for the day, about 4-6 pints in high season is normally enough. Any surplus can be sold off.
- b) Bread rolls for snack provision
- c) If you could also supply a cake to sell, it would be much appreciated. . Home-made cakes will require a simple food safety declaration form to be completed listing ingredients.
- d) Tea towels are provided but if you can take a supply of clean tea towels to use it makes the laundry easier.

Food Safety is paramount, if you are unsure what this means please review the Food Safety training videos at www.sfbtraining.co.uk

Finally if you want any help or advice contact the Catering Manager or any member of the Committee.