

Instructions for Kitchen Duty – Wednesday Evening Version

Most volunteers are unfamiliar with procedures for kitchen duty, so here is a brief overview

Wednesday Evening Kitchen Duty differs to our Sunday duty as there is no requirement to provide any food (this is done by the Chef provided by our outside caterers).

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

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.

Key Duties:

- Ensure kitchen is opened up in accordance with our documented procedures
- Support Chef with serving food
- Clearing dishes and cleaning down in accordance with our close down procedures

What should you do?

- Your duty starts about 30 minutes before the race begins, so you should turn up around 18.00. 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 8pm and Chef serves dinner up to 8:30pm but might be later due to weather etc.
- With the help of the OOD and all the other duty team tidy and clean the clubhouse and changing rooms at the end of the day: mop floors, collect rubbish and empty the rubbish and recycling bins if necessary.

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.

| catering@whitefriarssc.org