

Instructions for Kitchen Duty

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

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.

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 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.

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 contacted by the catering manager bread rolls for snack provision. If you opt to provide snacks you are welcome to do so, but check with the OOD to gauge attendance for the time of year.
- 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

Details for making bacon and cold-filled rolls are provided in the black folder "Kitchen Duty Volunteers". Tea and coffee is 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.

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.

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