

A day in the canteen

Enjoy your canteen duty – it's the most sociable of the club duties and brings in valuable income for the club. Please read the following brief notes to ensure all goes smoothly.

- Arrive at the club for about 9.15am. The clubhouse should be open.
- Boil some water in the kettle for any early tea / coffee orders
- Switch on the urn and top up with water – about 2/3 full.
- Switch on the coffee percolator. Fill reservoir with one jug of water. One scoop of coffee in the filter paper per jug.
- **Check and record fridge temperatures. Should be no higher than 5 celcius. If higher inform canteen manager. Sheets are on the fridge door.**
- Place food order sheet in foyer. Canteen manager should have contacted you already re menu and ordering.
- Start canteen tab (check previous week for outstanding tabs). Use the tab form.
- Ensure all surfaces are clean / wipe down with a/bacterial.
- If you open any jars (eg mayonnaise) label with date of opening. Most need to be discarded after 6 weeks
- At the end of the duty:
- Discard or take home any food that will not keep until next week. NB **bacon must be consumed within three days of opening. It will not keep in the fridge for one week.**
- If you freeze anything – label and date.
- Drain urn. Ensure urn and coffee percolator are switched off.
- Ensure oven isolators switches are off
- Wipe down all surfaces with a/bacterial
- All bank notes should be bagged and dated and placed in the bar room safe in the small Tupperware box. If bar is already locked speak to a committee member who will advise.
- **Highlight any unpaid tabs – this loses the club money.**
- **Sign off in the white folder – this folder will be inspected by the district council inspector.** If you notice that anything is in short supply please let JP or Penny Matthews know.

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