



Chichester
Yacht Club

EXTRACTS FROM DINGHY SECTION HANDBOOK

GUIDANCE FOR MEMBERS DOING TEA BAR DUTY

NOTE : Some of what follows may seem rather elementary, but if you haven't done Tea Bar Duty before, I hope it will be helpful.

KEYS AND CASH BOX

Keys to unlock the Tea Bar cupboards are contained in the **Cash Box** which may be obtained from the **Secretary's office**. A spare set is held in the Secretary's office.

Unlock, and then clip padlocks shut on cupboards and 'fridges so they don't get mixed up – the keys are labelled so this is important.

Each CASH BOX contains a float of about £35.

Information about how **to switch on appliances** and **where things are to be found** can be found in each of the identical Cash Boxes.

(There are two Cash Boxes for convenience in banking when there are events on consecutive days)

PREPARING FOOD

You must not operate the Tea Bar if you have any disease which can be transmitted through food.

Before you start – wash hands and wipe down all surfaces with bactericidal spray stuff (under sink)

Keep all unwrapped food under the covered display trays.

Check that the temperature of any food heated in the Microwave ovens has reached more than **63 degrees Celsius**. There is a food thermometer in the cutlery drawer.

ROLLS:

Half a slice of ham or a spoonful of grated cheese per roll. It is a good idea to have a supply of buttered rolls, but don't fill too many, as buttered rolls can be frozen, but filled ones can't. Rolls go on the covered trays (on the right hand side of the double cupboard.)

CORNISH PASTIES:

These can be heated on demand :

3 minutes of Full Power from frozen;

1 minute on Full Power from 'fridge.

Check temperature of first one!

WHO HAS WHAT FREE?

Club Racing:

Free tea or coffee for the OODs, Patrol Boat Crews and Tea Bar Slaves.

Open Meetings:

All the above can have a roll or two and biscuits for lunch as well.

If the OODs are out on "Cyclone" they will need coffee and biscuits to take with them. Fill the two stainless steel thermos flasks with boiling water.

There are small containers for coffee, tea, milk and sugar.
Check the tops are properly snapped shut!

FOR ALL DUTIES try to assess the likely demand!

(Food taken out of the Freezer cannot be re-frozen.)

Unless otherwise informed, appropriate food for the duty will have been bought. Please leave receipt for any further purchases and take money from the cash box.

LUNCH-TIME DUTIES

Prepare some rolls and put out cake/pudding type things.

TEA-TIME DUTIES

Dispense drinks, chocs., etc.

For Snowflake Events:

As above, but soup, in other thermos flask.

There are polystyrene cups.

It helps if this can all be sent out with them at the start of racing, *so this needs early preparation!*

Tea after an Open Meeting

Everyone has free tea/coffee/squash, but canned drinks are charged for.

AT THE END

Make sure the cold drinks fridge is topped up.

Turn off the hot water supply and the tea urn. DRAIN THE URN.

If there is no racing next day, put ham, grated cheese, pasties and spare rolls into the freezer, double-wrapped.

Unopened milk can go into the freezer.

Used tea towels go into plastic bag in corner cupboard.
If you have used an apron please put it back in the drawer.
If it goes to the laundry we never see it again!

Wipe down all surfaces, microwaves, 'fridges, etc.

Empty rubbish bins and replace the black bag linings.

Padlock all the cupboards and 'fridges. Put the keys in the Cash Box and return the Cash Box to the Office or give it to one of the Bar Staff if the Office is closed.

We hope you have enjoyed running the Tea Bar

Many Thanks!