

All you need to know about Galley Duty

Before the day of your duty: Plan menu, communicate with any other galley volunteers, buy supplies (ingredients for meal and milk for tea and coffee). Familiarise yourself with the Galley guidance and Food Safety requirements on the HSC website or in the Galley Folder.

Arrive an hour before the first race starts.

Complete the opening checks and start to fill in the Galley Monitoring sheet.

If any problems are found, take remedial action if possible, and email the Tea Bar Manager on teabar@hollowellsc.org.uk .

Switch on the water heater for hot drinks and switch on the dishwasher (Instructions are on the wall above the dishwasher, it takes a long time to warm up).

Fill in a meal booking form with your menu options (£3 per meal).

Stock up the Tea Bar Drinks Fridge and tea, coffee and sugar and get out the chocolate bars.

The double oven is electric. The left oven is fan operated (the clock needs to be set for the ovens to work, see instructions on the wall by the cooker switch). Instructions for the operation of the oven are included in the Galley Folder.

Use the rope barrier to keep people who are wearing outdoor clothing (including wetsuits!) out of the kitchen when food is being prepared.

Menu suggestions: KEEP IT SIMPLE! See HSC website for more suggestions, recipes, shopping lists and top tips. Some examples:

- Jacket potato & salad with cheese or ham
- Soup and roll
- Pasta bake
- Filled rolls (in the summer)

The hungry hordes start coming off the water at approx. 12.00 on Sundays and after 7.00pm on Thursdays, so aim to be ready to serve then.

The temperature probe MUST be used to check that food has been heated to a minimum of 70 °C and results recorded on check sheet

The Dishwasher: EVERYTHING MUST be washed in the dishwasher to ensure food safety. It works best if you rinse the majority of food residue off items before loading into the dishwasher. Some cooking pots will need to be scrubbed as a pre wash, but must then be put through the dishwasher to sterilise.

Instructions are on the wall above the dishwasher

Wash liquid and final rinse solution is fed automatically so no dishwasher tablets are required.

At the end of the shift press the left switch to turn off the machine and then the right button to drain it. Remove the two grey plastic filters in the bottom of the machine and clean them.

At the end of the day

- During the last race, begin the putting away and reminding people to pay their Tea Bar tab. Leave a list of debtors in the Tea Bar cash box with the date.
- Either take the cash for your food receipts or email your receipts to the treasurer for payment (treasurer@hollowellsc.org.uk). Follow the instructions on the cashing up sheet (in the Tea Bar forms folder) and put the completed form and cash in the tubs which are kept in the cupboard to the right of the sink.
- Post the tubs through the hole in the Bar floor (If you have done so well that your takings have to go in several tins, please make sure each tin has the date in or on it!)
- Empty bins into wheelie bin. Replace liners. If it is Sunday then ensure that the Wheelie bins go to the top of the drive for collection.
- Switch off the hot drinks machine.
- Switch off the expelair.
- Leave the fly killer on.

Complete the closing checks on the opening and closing checks sheet and complete the Galley Check Sheet

Shortages etc.

You are expected to buy and plan for the meal that you cook (or know what supplies are at the club and can be used), but if there are any shortages of supplies such as tea, coffee, sugar then let the Tea Bar Manager know.

Remember that YOU are in charge. Don't panic. If things are not ready for the first sailors off the water, tell them that they will have to wait! If you don't know, or can't find something – ASK, there will be someone who can tell you. Tea Bar Duty is the ideal time to get to know other club members, not just those who are on duty with you.

Duty crew get hot or cold drinks “on the house” and there are thermal cups for them to take out on the water if necessary.

On a Sunday tea bar duty will normally finish at about 5.30, or as DO agrees

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