

		MATCH TEA DUTIES 2024	tick
	*	<i>Prior to duty session confirm key safe code with Karen & Mike King 07802 754967/07591 134065</i>	
1		Duty people to arrive one hour prior to start of match to set up.	
2		Open Club and changing room doors. Keys in key safe in entrance area.	
3		Check the Men's, Ladies & Disabled toilets for sufficient toilet paper, soap & paper hand towels. Replenish from the Cleaner's cupboard in men's changing room (Keys in Food Prep key safe & in Bar)	
4	a	Switch on water boiler in Food Prep, touch screen on front Φ AND ON INSTRUCTIONS ON NOTICE BOARD . Check water boiler drip tray is empty and wipe area.	
	b	Check all Food Prep surfaces are clean. Unlock drawer & cupboard. Keys in Food Prep key safe.	
	c	Check fridge for fresh milk in Food Prep fridge (if more required contact Glenda/Ade)	
	d	Empty dishwasher if required.	
	e	Unlock Food Prep cupboard (green tag) for supplies of tea/coffee/biscuits	
5		Remove the security bar to the green and open the bowls storage hut. Keys are on pigeon holes hooks. Leave keys in opened hut door for players to lock up.	
6		<i>Depending on the weather</i>	
	a	IF DRY - Rinkside: Set out green chairs & cushions for each match rink from the hut. Put a green oblong table for each rink at back of grass area close to the path fence. Keep central access area clear.	
	b	IF WET - Clubroom: Set up tables for each match rink	
	c	IN/OUTSIDE for each rink table put out the relevant Rink Number Identifier (Food Prep island drawer by window)	
7		When bar person arrives collect flasks for cold water from crate above bar fridge. Put water flask & coloured plastic cups/water trays Rinkside for each rink.	
8		When match has started assemble refreshments ready to serve at 9 ends (or as arranged with Capt. of the Day). Prepare teas trays & small baskets with wrapped biscuits for each rink	
9		At 8 ends on each rink table depending on the number of players	
	a	Mugs for each player + one with tea spoons.	
	b	Sugar, sweetener, coffee sachets in small bowls, biscuits in baskets	
	c	Hand Gel and small waste containers for refuse items (kept under sink)	
10	a	At 9 ends make tea, tea pots & milk jugs (cup'd above dishwasher), fill hot water jugs (corner cup'd)	
	b	Take tea pots etc to tables for players to serve themselves. (<i>Some prefer to have tea 'on the go'</i>)	
11		After tea break clear away, load Food Prep dishwasher, add DW tablet switch on - turn knob to left side green spot & press start II by right side green spot on display panel	
12		Check & replenish supplies/if low stock on any item make note on white board on front of fridge (pens in drawer)	
13	a	Wipe over work tops, tables and floor.	
	b	Lock drawer & cupboard and return keys to key safe.	
14	a	Check waste bins. IF FULL bag up rubbish & take away for disposal.	
	b	Replenish bin liners as necessary from cleaners cup'd.	
15	a	If Bar is open notify duty person when tea duty completed & remind them water boiler is on for Bar use if required.	
	b	If the Bar is closed switch off water boiler on touch screen display OFF Φ INSTRUCTIONS ON NOTICE BOARD Check all toilets & changing rooms that no persons remain in building. Check all windows closed. Switch off lights.	
	c	If players are on the green notify them you are departing and close the entrance door.	
16		If you are the Last Person to leave the Club: Lock changing rooms/return all keys to key safes. Double Lock entrance door & check fully locked BOTH LOCKS	