

		DUTY ASSISTANT HOME MATCHES 2025	tick
	*	<i>Prior to duty session confirm key safe code with Glenda 07770381572 or Ade 07870244285</i>	
1		Duty person to arrive no later than 4 p.m.	
2		Check the Men's, Ladies & Disabled toilets for sufficient toilet paper, soap & paper hand towels. Replenish supplies from the Cleaner's cupboard in men's changing room (Keys in Food Prep key safe)	
3	a	If not already on, 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 & left corner wall cup'd for tea/coffee etc. & top up if necessary Food Prep locked cupboard (green tag) has stock of supplies of tea/coffee etc.	
	d	Empty dishwasher if required.	
4	a	Assist Bar person if help is needed with drinks trays & crisps.	
	b	If hot drinks have been ordered make and serve for nominated rink table when match players come off the green.	
5		Collect in rink-side water trays & flasks. Empty flasks & wash plastic cups. Replace all on shelves of the island units.	
6		At the end of the day, & if it is at least half full, add DW tablet & switch on the Food Prep dishwasher. To switch on - turn knob to left side green spot & press start II by right side green spot on display panel	
7		Check & replenish supplies of coffee/tea etc. in wall cup'd If low stock on any item make note on white board on front of fridge (pens are in a drawer)	
8	a	Wipe over work tops and floor if necessary.	
	b	Switch off water boiler on touch screen display OFF AND Φ (INSTRUCTIONS ON NOTICE BOARD)	
	c	Lock drawer & cupboard and return keys to key safe.	
9	a	If Bar is open check with the duty person if they need assistance before you leave.	
	b	If Bar is closed and you are last to leave Check all toilets & changing rooms that no persons remain in building. Check all windows are closed. Switch off lights.	
	c	If players are on the green notify them you are departing, check they have a club key and close the entrance door.	
10	*	If you are the Last Person to leave the Club premises: Lock changing rooms/return all keys to key safes. Double Lock entrance door & check fully locked BOTH LOCKS	