

BRFC KITCHEN AND BAR INFORMATION

What Raimonds Pikelis as KB Coordinator will do is...

- Coordinate the Sunday morning Kitchen and Bar duties and be the point of contact for all the age groups so the wheel is not being invented every Sunday.
- Update the Information Manual for the Kitchen Duties and be the point of contact for all questions about individual duties, what to do and how to do it.
- Liaise with the relevant Age Group Managers and Fixture Secretary each week and establish the approximate numbers to be catered for and how that will be achieved.
- Do all the ordering of buns and milk etc and liaise with the designated KB manager how and when to pick the supplies up.
- All kitchen and mini's stock re-ordering as necessary to ensure the kitchen is ready for action on a Sunday morning.
- Organise the kitchen and keep it organised. Liaise with other kitchen users.
- Clubhouse Keyholder

The KB coordinator will not be taking over the running of the Kitchen on any Sunday....THAT WILL REMAIN THE RESPONSIBILITY OF THE ASSIGNED AGE GROUP MANAGER OR HIS DESIGNATE, as will the responsibility for arranging the detailed rota for the morning and providing the volunteers.

Sample Rota

Kitchen

9 till 11 five people

11 till 1 five people

(Cooking bacon, hot drinks, serving & taking money. 2 cutting buns and cooking sausages)

Clean up & Wipe Down

12.30 till end two people

Bar

11.30 till 12 two people

Alcohol cannot be served until 12 noon. Re-stock and prep bar.

12 till end four people

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Switch everything on at 9 as soon as you get there.

- The oven switches (including the breaker) are on the end wall (next to the grill) then set the temps on the machines. Same for the warming cabinets. It takes some time for them to get hot.
- Grill switch is below left of the grill
- The fan switch is high left of the fan housing
- Water heater on wall ...switch on at plug, use for early orders (May conk out under heavy use. Circuit breaker in switch room first door on right towards men's lavatory) then move to Urn when hot.
- Fill water urn full and switch on at plug. On light does not work but there is a red light reflection underneath to show it is on. Takes a good while to heat up. Keep topped up.

Start cooking bacon as soon as you can.

- Use both the grill and pans on the cooker as soon as they are hot.
- Get a drip tray ready for the excess fat. Do not throw in bin or down sink. At end of shift, **when cold**, throw in bin.
- Store cooked bacon in the warming unit nearest the grill
- It is best to use a "deeper" tray when using the grill, for safety's sake.
- Bacon is in fridge in store room.

Price of Bacon Butties

- Large Bacon = Large round Bap + 2 rashers of bacon = £2
- Small Bacon = Finger Roll + 1 rasher of bacon = £1
- See price list on wall or above counter for other items

Set up Counter....

- Sweets are in plastic containers with prices marked (on the safe in the store room) Stock should also be marked with prices.
- Cold Drinks should be marked or listed above counter (in store room or cellar)
- Hot drinks...all bits and pieces are in the left hand cupboard under the counter. Cups are in the cupboard under the sink with further stock in the store room.
- Set up table in clubhouse to left of counter for milk sugar and condiments etc.
- Condiments and Ketchup in cupboard to right and below of serving counter.

Cash box

- Is in safe and should be returned there at end of shift.
- See Keyholder
- The safe should be kept locked at all times.

Start Cooking Sausages

- Sausages are in the freezer in the stockroom

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- Check if any are defrosted in the fridge, use these first. They will cook quicker and better.
- Sausages take 50 to 60 minutes to cook from frozen if oven is hot.
- 50 sausages per bag
- The Frankfurters in the fridge are for emergency use if cooked sausages run out. They take less than 10 minutes to heat thru' using the boiling water from the urn.
- Once sausages are cooked get them into the buns, wrap in napkin, replace in storage receptacle and store in warming cabinet.

Start cutting the buns

- Clear the area to the right of the counter for the buns workstation.
- Store cut buns (unwrapped) in "deep" trays and or the huge sauce pans. They are in the cupboard under the grill or in the warming unit next to it.

Bar

- Switch on Glass washer as soon as you arrive. It is at the far end of the bar.
- Till in safe, see key holders.
- 11.45am open grills, keys above till.
- Stock up where required see above
- Empty bottle bin (recycle) and rubbish. Biffa bins at back of clubhouse.
- Wipe down and set up bar (cloths and cleaning liquids under main sink in kitchen) ready to serve from 12 noon.

Closing Kitchen

- Close 1 pm
- Clean and wash all pans etc.
- Wipe down and sweep floor
- Rubbish to Biffa bins
- **Ensure everything is switched off**

Closing Bar

- Close 2pm
- Wash glasses
- Empty and wash all drip trays
- Wipe down bar
- Switch off glass washer
- Return till to safe

Clean up and Wipe Down

- **All cleaning materials and cloths etc are under the main sink in the kitchen**
- Collect glasses and return to bar
- Wipe down tables
- Stack any chairs and tables used for catering.
- Sweep clubhouse

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- All rubbish to Biffa bins at back
- All card needs to be collected separately.

Locking up procedure

Check the following are locked and or in place.

- Till and Kitchen float in safe
- Bar shutters
- Kitchen Shutters
- Lock clubhouse windows, draw curtains and turn off lights
- Lock the bar and turn off lights
- Lock cellar stockroom doors and turn off lights
- Check all windows and doors to changing rooms.
- Set alarm as per instructions on wall, switch kitchen light off and shut door behind you, lock external door to set alarm.
- Return key to Keyholder