

Galley Duty Guidance

Important new information.











- Performing a club duty AT LEAST TWICE A YEAR IS A CONDITION OF MEMBERSHIP and the Club Committees will do their best to ensure all duties are evenly spread around members. Failure to turn up and do your duty is letting the whole club down.
- If you cannot do your duty on the set day, IT IS YOUR RESPONSIBILITY to contact another member on the Dutyman rota and swap with them. Alternatively, put something on the club website forum, the Galley Committee cannot undertake your duty or find someone for you. If all else fails, email The Galley coordinator at speat@hotmail.co.uk AS A LAST RESORT and she will send out an email asking for a volunteer to swap with you. Please don't leave finding someone to cover you until the last minute.
- Please note that our Health and Safety Insurance requires that no children under the age of 14 are allowed in the galley.
- It is a requirement that you must know what ingredients are in the food you are serving. If you have bought food, any ingredients that can cause an allergy are in bold, if you have made food (ie a cake) note what ingredients you have put in it and complete the allergen chart attached. There is a folder in the galley with all the different ingredients you should be aware of that can cause people problems. Allergen information on menu items are in the allergen folder under the food hygiene book In the cupboard where chocolate is kept there are gluten free cakes usually kept, and gluten free bread is usually kept in the freezer,
- To make the galley duty easier and to reduce the amount of food needed to be bought by you we are aiming to have a simple standardised menu. Please keep the food order sheet and place in file provided this will help us with stock control.
- AT THE END OF YOUR SHIFT Any monies spent purchasing food may be deducted from the takings and any food left can be put in the fridge or freezer. Labelled and dated
- Please sign the Food Hygiene book, when opening and closing the galley, this book will be left open for you to complete. This is a requirement under Food Hygiene Regulations and will be inspected by the Council on their annual inspection.

What your duty entails and what to bring

Free sailing events

- To keep our excellent food hygiene score of 5 please ensure you follow the galley opening procedure when your shift starts
- to ensure all start up procedures have been compiled
- A full hot meal is not required so you are only required to provide plenty of cake as well as doing hot and cold drinks and taking money
- What to bring. As the seasons and weather can make a difference to the number of people sailing we suggest
- 4 pints milk (winter months) 6 pints (summer months). *There is always long life milk if you run short*
- Whilst there is long life cake kept at the club in the fridge Please bring some bought or homemade cakes which always go down a treat (just fill in the simple attached allergen sheet and bring it in with you)
- To keep our excellent food hygiene score of 5 Please ensure you follow the galley closing procedure when your shift has finished

DISHES AND THEIR ALLERGEN CONTENT -

DISHES														
	Celery	Cereals containing gluten	Crustaceans	Eggs	Fish	Lupin	Milk	Molluscs	Mustard	Nuts	Peanuts	Sesame seeds	Soya	Sulphur dioxide
Tuna Salad [example]	✓			✓	✓		✓		✓					

NAME

DATE



You can find this template, including more information at www.food.gov.uk/allergy