

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.
- The Galley is there to provide food for members during club sailing times. In light of the changes to the galley structure the member allocated "Bar Duty" will be responsible for all drinks hot and cold and will take money for all items sold by the galley and the bar. For health and hygiene reasons those handling food should not be handling money.
- Please note that our Health and Safety Insurance requires that no children under the age of 14 are allowed in the galley.
- Galley opening and closing procedures as well as all equipment operating instructions can be found in the blue folder under the Food Hygiene Book
- 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

Late afternoon /Evening Races ; Race Start Time 4.30 pm - 7.00pm

- Please arrive one hour before race starts to catch early sales
- To keep our excellent food hygiene score of 5 please ensure you follow the galley opening procedure when your shift starts
- It would be nice to have bacon baps on the go for pre race snacks(this will be trialled for 6 months to see if there is good take up)
- Hot food will be served between 30 - 90 minutes after race finish from a set menu that sailors will pre order before going out on the water .this will allow you to cater precisely from food that will be kept in our freezers and cupboard. There may be additional food requirements from non sailors
- 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*
- **16 rashers of bacon ,8 Large baps**
There will be spare baps and bacon in the freezer if you run short
- If you wish to bring an extra hot dish in addition to the set menu please add to the order form and fill in allergen sheet(Optional)
- Whilst there is long life cake kept at the club in the fridge. Feel free to bring some homemade cake which always goes 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 finish

Hot Food Preparation

Once race is underway you can see what hot meals have been ordered. The club will provide all of the hot food and fillings for jacket potatoes and baps. You will be required to bring Bacon , Large Baps, Large jacket potatoes and milk: below is some guidance on preparing the galley menu

Pies and Pasties(put in oven when race hooter marks end of race)

- Chicken Pie remove from freezer and bake in oven 170C for 35minutes
- Meat /Veg pasty Remove from freezer and bake in oven 170C for 35 minutes
- Sausage Roll Remove from freezer and bake in oven 170C for 35minutes

Please check regularly

Chips

- If serving with chips switch fat fryer on at the wall.
- Thermostat should be at 180C (left hand knob) and the light will go out when correct cooking temperature is reached (this can take 15 minutes)
- Half fill baskets with chips and par cook. This can take 8 minutes using frozen chips. Place on a tray and flash fry for 1 – 2 minutes just before serving
- 2 half-filled baskets = 4. portions of chips
- It can take 10 minutes to get temperature back up between batches so depending on how many portions are ordered you may want to start cooking 40 minutes after the race start
- 1 portion of chips = level small bowl
- Cheesy chips add one good handful of cheese

Bacon Bap

- 2 slices of bacon in a buttered bap

DISHES AND THEIR ALLERGEN CONTENT - [INSERT THE NAME OF YOUR FOOD BUSINESS HERE]

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

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