

Galley Duty guidance notes – Please read they will help you do you duty! (March 2016)

INTRODUCTION

Please read these notes which are to help you with your galley duty, and hopefully make things all a bit clearer!

The Galley is there to provide hot drinks and food for members during club sailing times.

Your role is to provide that service, clean up after and keep proper account of any monies taken. The vast majority of members enjoy their stint in the Galley and the service provided is an important part of the Club atmosphere. Normally, it only lasts for 4 hours and profits go into club funds and help keep the overall costs of membership down to reasonable levels, so we hope all members will do their bit to help.

Performing a club duty AT LEAST TWICE A YEAR IS A CONDITON 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, and so if you cannot do your duty on the set day, IT IS YOUR RESPONSIBILITY to contact another member on the rota and swap with them. Alternatively, put something on the club website forum, but the Galley Committee cannot undertake your duty or find someone for you. If all else fails, email The Commodore and he 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 relevant Galley Committee member should be informed of any changes made.

CHILDREN

Please note that our Health and Safety Insurance requires that no children under the age of 14 are allowed in the galley.

TWO RACES ON THE SAME DAY

On two race days there are two teams allocated to cover the day, we would advise you contact each other to discuss who will do what as there will be an overlap in the middle and this is the busiest time and it allows a smooth changeover.

MEMBERS WITH ALLERGIES

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. There is a folder in the galley with all the different ingredients you should be aware of that can cause people problems.

In the pantry where chocolate is kept there are gluten free cakes usually kept, and gluten free bread is usually kept in the freezer, usually only take out what is needed.

FOOD FOR WEDNESDAY EVENINGS

We have been asked if those undertaking a duty on a Wednesday evening could provide something hot to eat. We would suggest pasties, sausage rolls, hotdogs, pizza or something similar. You are not expected to provide a full hot meal. If you wish to have chips, there are usually plenty in the freezer or fridge – just check beforehand. The numbers attending for catering purposes will be about 40 people

The directions for using the fat fryer are on the wall above it.

PLEASE ENSURE IT IS TURNED OFF AFTER YOU HAVE FINISHED WITH IT.

KEY TO THE PANTRY

The key to the pantry is kept in the drawer near the back door, next to the freezer.

Please turn over;

DISHWASHER

Please use the dishwasher as it is required for Food Hygiene reasons. The directions are on the top of the dishwasher and once heated up, the wash cycle is only 3 minutes and it feeds itself detergent. – note to empty the dishwasher, open the door, undo and take out the plug at LEAVE THE DOOR OPEN, press the start button the right hand side and leave the dishwasher to empty, when the motor stops and the water has all gone, PLEASE TURN OFF THE DISHWASHER – by using the button the left hand side – the laminated directions show how to do this.

WHAT TO BRING

We suggest 6 pints of milk (although there is UHT milk in the [pantry if you run out). The amount of food required will vary due to the weather, but attendance varies between 50 -80 sailors and spectators, and if the weather is particularly cold, do try and provide something hot. (Spag Bol, jackets potatoes, pasties, soup) Members are welcome to bring pre-prepared dishes like quiche, pizza and cakes (homemade or bought)

Popular items are bacon butties (2 slices of bacon) hot dogs, sandwiches, such as ham, cheese, egg, salad and combinations of these. Brown and white bread can both be used.

A suggestion for the quantity of sandwiches is three large loaves with the fillings to match. It might be an idea to make sandwiches at the Yacht Club rather than at home just in case racing is cancelled and everyone disappears, leaving you holding the sandwiches!

WHAT NOT TO BRING

Please do not bring the following, which are already provided for you to use.

Bacon, Sauces, Salt and pepper, tea, coffee, sugar, spread, squash, hot chocolate, Cup a Soup, UHT Milk, chocolates, pickle and mayonnaise.

There are serviettes, cling film and tin foil. The chocolate bars are kept in the pantry and the prices are marked on the sides of the boxes.

Hot water is in the urn which is always left on, but it is on a timer, the instructions if needed are on the wall. If the tea or coffee tastes funny it may be that some water needs to be drained off when you arrive (3-4 pints) and allow it to refill and heat up again.

Do look in the freezer, but please ensure you shut the door properly, if you are short of rolls or want chips, you may be pleasantly surprised!!

PRICES

There is a price list on the wall of the Galley by the serving hatch and one on the wall in the main room. Please use this as the prices have been carefully worked out. We would ask you to bear in mind that we should make a profit on all we sell, and we usually work on a 50% profit. Please don't buy pasties at £1.75 each.

AT THE END OF YOUR

Any monies spent purchasing food may be deducted from the takings and any food left can be put in the fridge or freezer. The takings should be totalled up and put in a small money bag (usually pinned up on the noticeboard by the dishwasher) and given to the Club Official doing lock up. A list of those on lock up should be on the main noticeboard.

Please sign the 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.

We hope you enjoy being in the galley – GO ON BE CREATIVE AND THINK WHAT YOU WOULD REALLY LIKE AFTER A DAYS HARD SAILING!" but remember, don't panic – do what you are comfortable doing.