

GALLEY PROCEDURES 2020

Thank you for helping. If you have not helped in the galley before then we hope the following will be of some assistance!

- 8.45am** On arrival please obtain key (from Duty Saturday Club Manager) to unlock the galley (if not already unlocked) and carefully remove both pairs of serving hatch doors. Store the doors safely in the clubroom on the floor next to the outside wall.
- Then...** Put the milk in the refrigerator. This will already have been provided by the duty Saturday club manager so you don't have to buy any!
- Then...** Fill one of the tea urns to the maximum level with fresh water and then switch on to boil. You can use the hot water from the tap as it is freshly heated by a combi boiler.
- Then...** Whilst the water is coming up to boil unlock all **4 SYCSA cupboards**. Ask Duty Saturday Club Manager for the key to the cupboards if they are not already unlocked. Wash your hands and wipe down all work areas with surface disinfectant (kept under sink).
- For 9.25 am** After the instructor's briefing, make a tray of tea for all the volunteers and yourselves! Tea bags etc are in **SYCSA cupboard 2 (Box marked Volunteer's essentials)**. Take the tray out to the volunteers (you will get to know who is who but do ask if you don't know!)
- Then...**
- **Once all the fees have been taken**, get the acrylic display box, filled with a selection of the complete range of stock, out of **SYCSA cupboard 3** and place on the counter in the **right hand** hatchway on the right hand side. Place the box of Maoam minis and one each of the types of Pot noodles on the top, if there is room.
 - On the left hand side of the hatch display the canned/carton drinks.
 - If it's a hot day put some canned drinks in the refrigerator.
 - Put a selection of the crisps etc. in a large round see through plastic container (usually found on top of the desk top oven in the corner).
 - Put the Coffee, tea, hot chocolate and drinks for diluting next to the tea-urn.
 - Fill a tray with mugs ready to use
 - Put a bowl of sugar sachets on the counter of the **left** serving hatch together with a bowl full of wooden stirrers (in **SYCSA cupboard 1**) and a third bowl for used stirrers/empty sachets.
 - Put SYCSA Price lists on display (**SYCSA cupboard 2**)
 - Use £15.00 float in money tin provided (**SYCSA cupboard 2 or 3**).
 - Pour milk into **small** plastic lidded jug (**SYCSA cupboard 3**) and place on counter. Put fresh cold water into **large** plastic lidded jug (**SYCSA cupboard 3**) for diluting drinks.
- Then...** ***Relax until approximately 10.45am!***
- 10.45am** Check water level in tea urn and refill as necessary. Bring up to boil. Ask the Senior Instructor in charge to tell you when the first sailors will be coming back to shore or use the radio in the galley to ask, if easier.
- At break**
- Make a very large pot of tea and prepare another tray of mugs for the volunteers. Place these on the counter **in the left hand serving hatch**, together with a plate of biscuits (in Volunteer's Essentials box in **SYCSA cupboard 3**). Cakes/nibbles may also have been provided by one of the volunteers!
 - Make another pot of tea for everyone else. Make sure the tea urn is topped up with water (you will use more than you think - especially in Pot Noodles!).
 - Brace your selves for the rush!
 - Don't panic!
 - Serve the young sailors from the **right hand serving hatch**.
 - Deduct any amounts from the galley tab where necessary. Don't panic if they

run out of credit- mark how much they need to pay next time

**After
the
break is
finished**

- ❑ Wash up, dry and put away all mugs, cutlery, and jugs etc.
- ❑ Put all stock back into SYCSA cupboards.
- ❑ Place money box in **SYCSA cupboard 2** but leave Galley Tab folder on counter (for Siân to collect).
- ❑ Clean and tidy **galley** area. **Use mops stored in the galley only to clean the galley floor.**
- ❑ Clean the main **club room** area. Use the mops stored in the cupboard next to the galley.
- ❑ Make sure that all rubbish for recycling has been sorted and be prepared to take it home with you!
- ❑ If the general rubbish bins are full then empty, tie up the bags and leave by the main door. (Spare bin liners under the sink).
- ❑ Place any dirty tea towels in a prominent position to enable DSC person responsible to take away and wash.
- ❑ Lock up all galley cupboards and then the galley door and give the key to Saturday Club Duty Manager.
- ❑ Disinfect any helmets used during the session by using the disinfecting spray.

Finally.. Thank you for helping-go home and put your feet up, have a nice cup of tea and relax!

GOOD HYGIENE PRACTICE

Wash and dry your hands thoroughly

- Before starting your galley duty**
- After handling rubbish**
- After handling raw food**
- After going to the toilet**

- Please rearrange your galley duties with someone else on the rota if you have been unwell (vomiting, diarrhoea etc.) or are feeling unwell.
- Make sure that any cuts and grazes are covered with bright waterproof plasters.
- Do not smoke, eat or chew gum when you are handling food
- Keep the galley, especially surfaces and utensils, clean.