

GALLEY PROCEDURES

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 the duty 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 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 the duty 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). Check in the children and volunteers as they arrive onto the Register, and ask if anyone wants to pre-order a pot noodle.

For 9.25 am After the instructors' 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 the children are on the water**, 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 cheap sweets 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 of tea spoons and a third bowl for used tea spoons/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 Add boiling water to pre-ordered Pot Noodles and cover with their lids to seep. 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.
- Brace yourselves for the rush!
- Don't panic!

- After
the
break is
finished**

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

- 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.