

CANTEEN OFFICER, DUTY

Duty times

Please bring your own clean tea towels for the washing up and take them home at the end of your duty.

Arrive at 1.45 pm for a Saturday duty and 8.45 am for a Sunday duty. Club closes at 5.30pm or earlier at the discretion on the Officer of the Day. Boats should be off the water by 5.00 pm at the latest.

On arrival Report to the OOD to let them know you have arrived and help with opening the canteen windows.

- Make sure the gas bottles (located downstairs) are turned on.
- Turn on the water heater (instructions on the front).
- Make sure the floor and the countertop are clean.

For details of the cash tin please see the OOD.

Role

Preparing hot drinks. Selling both hot, cold drinks and snacks to members/visitors.

Taking payment for hire of club boats (see details of procedure below) and return of deposit when OOD has confirmed that the boat, rigs, foils and bungs are safely returned. Bungs for club boats are kept in the yellow shelves behind the counter.

Greeting visitors and explaining the club to them and give them a membership form if they are considering joining.

Hire of Club Boats - Procedure

Members wishing to hire a club dinghy must, complete a form to be given to them by the OOD or canteen duty officer.

1. Please ask hirer to confirm that they are a club member. Give to hirer the require form.
2. Issue Topper bungs if required, either threaded or bayonet fitting. Hand Key to hirer.
3. At end of hire, replace Key in key cabinet, ensure form is completed.

Communication with the Safety Boat /OOD

When racing is taking place the two way radio will be in the race box.

When racing is not taking place the two way radio will be in the canteen. In an emergency, use the radio, the megaphone or the race starting hooter (on the outside of the race box) to summons help from Safety Officer/OOD if needed.

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Safety and hygiene

No pets allowed in the club house and no children under 16 years allowed behind the counter.

Take care when moving the hot kettles and ensure that you know the location of the first aid kit in case of an accident.

End of duty.

Towards the end of your duty, you need to:-

- Wash and dry all used cups/mugs and replace under counter
- Wash the floors in the clubhouse and toilets (use the correct mops and buckets)
- Clean the toilets
- Remove rubbish from bins in the clubhouse, toilets and downstairs. Replace bin liners (If possible, please take away with you and dispose at home. T&MBC do not collect waste from the club. Thank you.).
- Replenish stocks of toilet roll and hand towel
- Put away the drinks and snacks tidily and clean the countertop
- Ensure all outstanding tabs are paid • Replace the cash tins
- Close all shutters, windows and doors, lock as required
- Ensure water heater and cooker are all turned off
- Turn off gas at bottle.

Thank you for your help and support.

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