For the Assistant (see over for hygiene information)

- When you arrive…
  - Key for Signals Room (back up freezer) is in the cutlery drawer
  - Cash Box is in the storeroom behind the bar. (Check £20 float)
  - Key to box is on signals room key

- Lay up 3-4 tables:
  - Tablecloths are on a roll behind glass door
  - Sauces in fridge. Salt, etc in cupboard under serving counter
  - Put out menu, order slips and pens on counter. Stored underneath

- Members write their own orders together with names. After receiving payment, give order to the cook. (Allergies see over). Payment can now be made at the bar by card.

- Assist cook as much as possible and serve meals as they are ready. (Keep order on bill stick).

- Collect dirty crockery, **scrape plates of food and wipe with kitchen/blue roll** before stacking in dishwasher trays.

- At the end after you have eaten:
  - Assist cook with cleaning and clearing up (the dishwasher may not take all the dishes)
  - Clear tables
  - Wipe down tablecloths
  - Put dishwasher on 70° (intensive) using tablet wash before you leave.

- Cash-Up:
  - Count money
  - Write amount (minus £20 float) and date, put in green bag and push through office door when leaving
  - Return cash box to storeroom behind bar

- If Sunday, roll tablecloth onto tube and if time stack tables and chairs (if other members around get them to help).

Remind cook to fill in diary (on worktop in serving area)

Thank you for your work today, the Club and Members are extremely grateful.

Some notes where to find things:

- Single portions of butter in fridge, cheese in kitchen freezer.
- Bread in kitchen freezer (only defrost what you need), more downstairs if it has run out.

24 September 2026

Hygiene Standards

Protocols to be used to ensure we adhere to hygiene standards. This is all common sense but as part of our training programme we need to reinforce it:

- It is you, the Assistant that members may ask about allergen information. If asked where possible show members the packaging (beans etc). Sausages and chips are in the file (near beans)
- It is good practice not to wear jewellery whilst cooking
- Wash hands after touching raw food, use blue paper to dry
- Look through the information file (near beans) and ensure you are happy with ideas there
- Keep any raw food in the bottom of fridge
- Please let us know ASAP if fridge or freezer temps are not correct
- Cleaning:
    - We need to ensure that we use 2 step cleaning i.e. first rough-clean and then again with sanitiser
    - Either use clean clothes or blue paper
    - Cleaning materials under sink

Anything you think we need to look at, note in diary please.

24 September 2026