

CAFÉ DUTY

The Yard Arm Café is run by volunteers to provide meals, drinks and ice creams to members and their guests when club activities are scheduled. The café also provides food and drinks for club and private functions held at the Club.

The Yard Arm Café Team is a group of volunteers whose role is to co-ordinate the volunteers doing their weekend duty and make coffee. This team has had Barista and RSA training supported by the Club, and one member of the team will be present when the café is open.

The duties for those volunteering are well documented in the Process Book which is kept in the Pantry. This includes all activities involved with working in the café and information required to carry them out.

The basic duties are listed below.

SATURDAY DUTIES

- Sign On in the Duty Checklist then work from café duty checklist (In process book).
- Read FOOD SAFETY folder if you are not familiar with its contents.
- Sweep clubroom.
- Dust and wipe tables both inside and out.
- 1st and 3rd Saturday clean windows
- Conduct Hygiene Check (see Process Section 2)
- Check and fill drink chutes in cool room
- Top up tea, coffee and sugar in the clubhouse.
- Clean BBQ area.

SUNDAY DUTIES

- Set up café (As per Process)
- Read FOOD SAFETY folder if you are not familiar with its contents.
- Give all tables a quick clean.
- Help prepare lunches.
- Collect mugs and dishes from tables and put in dishwasher.
- Empty dishwasher and put dishes away.
- Take clubhouse rubbish up to big waste bin behind the toilet block.
- Close up Café (as per Process).