

Galley Procedure



Introduction:

Thank you for showing an interest in our Galley. If you are volunteering as Galley Cook, you **must** have Level 2 Food Hygiene and Safety certification. If you are assisting and do not have the Level 2 certification you cannot prepare food. Galley Assistants are able to welcome customers, prepare drinks, take orders & payment. All Galley volunteers are responsible for clearing up 'as you go', and at the end (As Per Galley Checklist)

The Galley Cook should take responsibility for organising which food is to be served and bringing in any items required on the day. This should be planned in advance and agreed with the Galley Coordinator.

It is difficult to gauge how many members will be at the Club, as it tends to be weather and event dependant, but an average number of people to cater for, is estimated at 20.

What needs to be brought the day:

Please bring foods for the agreed menu (some items may already be stored in the Galley). Please ensure milk (2 pint semi-skimmed) is on the list!

The menu may vary according to time of day e.g.

- Breakfast up to 11.30
- Lunch 11.30 – 3pm
- Teatime 3pm onwards

There will be lots of opportunity for flexibility and creativity, and with the level 2 food hygiene certificate, food can also be home prepared (there is an allergen form to complete)

The following food items may well be available in the Galley for your use, but best to check.

Hot & Cold Drinks	Canned drinks and bottled water Tea bags, coffee and decaf coffee, hot chocolate
Cupboard	Tinned fish e.g. salmon, tuna / Tinned meat e.g. corned beef, ham
Condiments	Tomato & brown sauce, mustard, salt, pepper etc.
Confectionary	Crisps, chocolate bars
Fridge	Butter / Mayonnaise
Freezer	Bread rolls / Sausages / Sausage Rolls

We have a well-equipped Galley:

The Galley is fully equipped with 2 gas cookers, 2 air fryers, a dishwasher, fridge, freezer, cooking utensils, plates, mugs, and cutlery. Instructions for use of the air fryers, cookers and dishwasher are available in the Galley.

GALLEY CHECKLIST

Opening the Galley

- ✓ Put on a clean/disposable apron, put clean tea towels & hand towel out, add bin bag.
- ✓ Ensure work surfaces are cleaned using anti-bacterial spray.
- ✓ If required, empty dishwasher and ensure that cooking equipment, crockery and utensils are clean and ready for service. (Implementing a clean as you go policy)
- ✓ Turn on hot water boiler, at the switch on the wall. If required, turn on the warming cupboard, ensuring that the temperature dial is set at 65 degrees centigrade (keeping doors closed unless putting in or taking out food/plates).
- ✓ Complete Duty Monitoring Log in the green folder (Checks include, health declaration, pest infestation, fridge/freezer temperatures, chilled food storage etc etc)
- ✓ Ensure allergen forms in the green folder are completed for all home prepared foods and that information is available for all other products being served (likely available on packaging).
- ✓ Two persons to confirm that till has a £30 float (excess to be placed in allocated place for treasurer).

Closing the Galley

- ✓ Clear and clean worktops with soapy water, wash up & load the dishwasher (leaving this running if cycle is not complete when you leave).
- ✓ Use multi mop to sweep and clean galley floor.
- ✓ Ensure all cookers, warming cupboard, hot water boiler and extractor fan are off.
- ✓ Put all used tea towels, towels, aprons, and mop head in the dirty laundry box or ideally, take them home and wash at minimum of 40 degrees centigrade .
- ✓ Empty bin in the large waste bin outside, there is also an opportunity for recycling here.
- ✓ Ensure all completed Galley Duty documents are filed away.
- ✓ Two persons to check till, anything over £30 to be counted and put in allocated place for treasurer.
- ✓ Ask a committee member to lock the galley if you are unsure how to do this (no key is needed to lock up).