

Galley Information 2019

Dear

Welcome to the much-appreciated band of galley volunteers. The team in the galley is one of the mainstays on race, training and lazy sailing days and the refreshments are very much appreciated by sailors, helpers and spectators. Please do not feel daunted by your Galley Duty even if you have not done one before. As usual, we have tried to pair new volunteers with an experienced partner. If you are new to the galley rota, please come along and ask any of the volunteers on the galley who will be pleased to show you the ropes.

Your date is :

Please swap with someone else on the list if your date is inconvenient and inform Di Cobb or Frances Alexander.

Catering

The basic fare is sandwiches/rolls, cake and hot/cold drinks *but*, especially at the beginning and at end of the season, *hot food* is always welcome and much appreciated by the sailors and support people.

Stocks - the following are maintained in the galley for your use:

Soft Drinks	Cuppa Soup	Tomato & Brown Sauce	Long life Milk (for emergencies)
Tea - various	Hot Chocolate	Mustard	Baked Beans
Instant Coffee	Salt & Pepper	Salad Cream & Mayonnaise	Crisps, Sweets & Chocolate Bars

Food Items - Please buy your food items from wherever is convenient and deduct your expenses from the takings.

There will be some margarine/spread in the fridge but you will *always* need milk

Numbers and Timing

It is always difficult to know exact numbers but try not to over cater. Please allow for the Officers of the Day and the Rescue Boat Crews (normally 8 people) who do not have to pay. With regard to sandwiches/rolls, it is better to make up a few and then make to order having fillings ready.

Race Days: Allow for 25 - 30 but this varies according to weather, time and season - usually more on lazy sailing sessions. On the day, check with the OOD and the race "signing-in sheet" for numbers requiring hot food. Food is needed about 1 hour after start.

Training Days: Allow for about 30 people. Check with Steve Scholey (01473 602597) for numbers. Aim to serve food about 1 hour before high water.

Lazy Sailing: Food is normally needed from 6pm onwards and hot dogs and a piece of cake will be much appreciated.

If you have any problems or want advice do not hesitate to ring me on 01473 622585 or Frances on 01394 385221.

Sincerely,

Di Cobb (Galley Lead)

P.T.O

Galley Duty Instructions

At least a week in advance of your duty date, please contact your galley partner to make arrangements for the day. Decide what you plan to provide and then share the work between you. During the week prior to your duty, Di or Frances will contact you to explain how to obtain the galley key and float.

Please make sure you are following the guideline prices as the galley has to cover the costs of paper products, cleaning products and free meals for rescue, OOD/AOD, trainers and the galley.

Procedures

- Open galley cupboards with key
- Obtain float and paperwork and check float amount.
- Switch on urn. Fill kettle and switch on the oven if needed.
- Check the temperature of the refrigerator and record it on the sheet provided - it should not be higher than 5 degrees C.
- **Complete the Allergens Contents Chart (on the reverse of the Monitoring Log sheet) and file in Red Folder.**
- Clean the counter and working surfaces.
- Set out drinks and a few sweets from the cupboard.
- Prepare food and use covered trays to display.
- **Please do not open new bottles of sauce until the one in use is empty**
- Liaise with the crows nest about the approx. time of the end of the racing. If there are two races check when food is required.
- Free meals are available for OOD, AOD, rescue boat personnel, instructors on training days and galley staff.
- Do not leave any food in the refrigerator after the end of the session.
- Leave the galley as you would wish to find it.
- Empty the urn - see instructions for use on wall next to urn, Switch off all electrical appliances except the refrigerator.
- Lock all cupboards in the galley.
- Cash up and follow all instructions on the ticket. Take out your expenses.
- Leave dirty tea towels and aprons in galley bag - they will be collected.