

SETTING UP CLUBHOUSE AND CAFE

1 of 3

Opening up

- Put out the cafe sign and 'respect' sign (stored beside sofa) at entrance to pitches
- Put boot rack outside to left of door with cones either side of rack
- Lights on (switch on left of front door looking from inside)
- Unlock store room door and put on latch
- Turn heating/hot water on – boiler in store room with instructions
- Put the defibrillator out, in the basket under the counter with fire extinguishers
- Spray clean surfaces if needed (cleaner under sink)
- Put out clean towels in toilets and kitchen (towels under sink)
- Top up loo rolls – in store room
- Check bin liners are in bins

Set up tea/coffee by the sink and urn

- Fill urn (large jug hanging above sink) and switch to full. Once boiled turn down to '2' or '3'
- Boil the kettle (keeps you going until urn is hot)
- Stack **LARGE** cups by urn (in big box in store room)
- Stack **SMALL** cups by cappuccino machine
- Get a few teaspoons ready by urn to make drinks with
- Fill red trugs with teabags, coffee, hot choc; hang on rail above sink. Supplies in cupboard next to fridge. Herbal tea and marshmallows in here
- Squirt an inch of squirty cream into the sink and rinse nozzle in hot water



SETTING UP THE CAFE 2 of 3

Set up milk, sugar etc on table over the bins

- Pour white sugar into cup (supplies are in cupboard next to fridge). And cup of demerara if using coffee machine.
- Fill a mug with clean tea spoons
- Add another mug for used teaspoons
- Fill silver jug with milk
- Put out boxes of lids big for tea, coffee, hot choc and small for cappuccino
- Put out sauces and napkins if doing bacon rolls. Napkins in box with cups in store room.
- Check clean liners are in bins (black, blue, clear bags under sink)



Put stock on counter

- Set out crisp basket and choc tray and stock up from the 'spares' box in store room
- Set out black drink display box with one of each drink from fridge
- Put a menu stand up
- Cash tin out plus orange laminated price list for cashiers (prices also on basket and tray)



SETTING UP THE CAFE

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Set up work top for food – spray clean it first

- Put out microwave with toaster on top (in store cupboard if not out) and extension lead
- Put out bread basket, board etc. All items for cooking/food prep are in the cupboard next to freezer. See pics.
- Get out butter from fridge and bacon



RUNNING THE CAFE

Remember

- PUT CASH TIN AWAY IN CUPBOARD NEXT TO FRIDGE IF YOU LEAVE IT UNATTENDED. Put out “Nobody here?” sign (in cupboard) plus paper honesty cup.
- Coaches get free hot or cold drinks
- Boot sales – put money in tin with the label
- Instant ice packs in box in store cupboard. Also blue ice packs in freezer – wrap in teatowel. First aid on top of boot shop. Orange stretcher under shirt rack. Defibrillator is under kitchen counter, to right of fridge.
- Poo bags in kitchen drawer. Disposable gloves under sink.
- Toilet cleaning – bucket, gloves and cloth in disabled loo

Things to check regularly

- Turn urn down to 2 once boiling and keep it topped up if cafe busy. **SLIDE** the lid to look, don't lift (burns your wrist). Use water to wash up at end.
- Top up silver milk jug, sugar, lids on little table, wipe spills
- Keep crisps and choc stocked up
- Keep an eye on milk supplies – if you go to Co-op, take money from cash tin and put back change and receipt
- Sort recycling occasionally

Making drinks

Tea/instant coffee: add bag/coffee to cup with hot water. Hand to customer, direct them to milk + sugar table

Cappuccino machine – see separate instructions pinned to panel behind kettle

Hot choc: mix 3 heaped teaspoons in little cold water, then add 2/3 hot water, 1/3 milk. Stir well.

Hot choc “KM” cover top with squirty cream (not too much) add plenty of marshmallows and shake choc powder over. Prepare over the sink due to mess!

Making food - **wash hands!**

Bacon rolls: Warm the roll in toaster, add butter and bacon - one rasher big bacon or 2 small ones. Serve in a napkin. Customer can do own sauces – on the little table.

Toast (2 slices) and teacakes: Sliced bread and teacakes are in freezer. Defrost teacake for 20 seconds in microwave then toast it carefully (already cut in half). Butter, jam etc in fridge. Use a clean knife each time in jam pot.