

# SETTING UP CLUBHOUSE AND CAFE

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## 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.