



Guidelines for Galley Duty at Wraysbury

Please read these notes - they have been produced to help you!

Being on galley duty need not be an onerous task. If you already know what to do, then please keep this for reference. If it is your first time then this should be of help to you.

- It is impossible to say how many people you will be catering for. Obviously a duty in the summer will be a lot busier than in the winter, but the die hardy sailors out there who sail the year round are VERY appreciative of hot food, however simple it may be. It is a good idea to check with either your Senior OD, or the club calendar to see if any special event is scheduled.
- As the first race is at 10.30 it is often a good idea to arrive at 9.30/10.00 to begin your duty (If you offer bacon rolls it will go down a treat!). The time of finishing will depend on the time of the year and what is going on that day. Bear in mind that the winter sailing will end after the 12.30 race finishes, giving people time to put boats away and change they may still want food as late as 2.00/2.30pm. If there is children's racing on it will be even later. In the summer duty will finish later.
- There will already be in the galley a supply of tea, coffee, sugar and other odd sauces (these may vary!). Cleaning materials are under the sink. If there is a shortage of anything it may be useful to contact Debbie or Anna (numbers below) and they will replenish. If they are not told they can't always know when to buy more.
- On arrival you will need to turn on the hot water supply (near the sink), turn on the gas (switch inside above the front entrance to the club, and knob on pipe to the left of the cooker) and to switch on the water urn making sure that there is adequate water in it. It is also a very good idea to wash and sterilise all surfaces as we do have the odd problem with mice.
- **Be prepared with a 'Cash Float' of change**, as you will need change during the day to cater for people with notes as opposed to coins - note that the 'Honesty Box' in the Galley is locked and cannot be opened except by 'Authorised Individuals' - Debbie or Jackie Taylor.

NOW WHAT DO I COOK?

It is best to keep it simple if you are unsure about what to do.

Before deciding how about checking with the previous weeks Galley person (as listed on the Duty Rota) so as to ensure variety!!

Items that can be cooked quickly to order as and when required are a good option. It is best to go a little over prepared with food but bear in mind that if you do not need to cook it, is it something that you can take home and use if it is not sold. We do not want bits of food, especially perishables, left from week to week. There is nothing to stop you going to town and making a big pot of Chilli for example, bearing in mind that if some is left you could take it home and freeze it. Numbers on a busy day wanting food rarely go above 30 - 40. Generally it is in the region of 20 - 25. In the winter on a cold day it could be lower.

Examples of food to cook are:

- Bacon butties/rolls (1 1/2 - 2rashers of bacon in bread) - sell for £1
- Hot dog/sausage in roll - sell for £1
- Jacket potatoes with baked beans, cheese - sell for £1.50
- Jacket potatoes with chilli, tuna mayo - sell for £2.00
- Hot soup (homemade or tinned) with roll/bread - sell for £1.00
- Burger and roll - sell for £1.50
- Filled rolls/Bread/French stick - sell for 75p to £1.50 (depending of cost of filling.
- Quiche and salad - sell for £2.50
- Pasties/meat pies - sell for £1 upwards depending how much they cost you
- Ploughman's with cheese and ham - sell for at least £2.00
- Items such as Chilli and rice, spaghetti and pasta, lasagne etc where you may have put a lot of time into the preparation please make sure you charge a good price, such as £3.00 +++
- When shopping for the duty it is a good idea to base your menu around what is on offer, "2for1", "buy one get one free" etc as we can make a little more profit on these items. Economy rolls in Sainsbury's only cost 23p for 12 and Tesco do great bags of freezer rolls of 24 for 99p.

Other items to buy are milk for drinks, cakes and doughnuts always go well (sell cakes for 25p +++++, doughnuts *in a box of 10 for 99p* sell for 25p). The best advice is to KEEP IT SIMPLE. Small salad garnish looks good but don't buy up the whole salad counter!

Please note that ALL drinks and food must be paid for.

- *The only exception (agreed by the committee) is that those people listed on the duty rota as being on duty are allowed to have free hot drinks, excluding soup (often necessary in the winter as a way of warming up).*

AT THE END OF THE DAY

The basic principle is that you must cover your own costs, whilst also helping to contribute to the general overheads of running the Galley and the Club, and of course, keeping the sailors happy.

1. Keep a receipt for all items purchased.
2. At the end of the day add up all takings.
3. If you are taking unused food home with you, total up its value and minus from your original costs, to give you the "net cost".
4. Hopefully the takings will be greater than this "net cost".
5. 'Pay' yourself your "net cost" - don't forget to account for your opening cash float.
6. Pass remaining takings from the day to the Senior Officer of the Day with a note detailing the day's takings - the SOD will arrange for the income to be given to the Club Treasurer.
7. If the SOD is unavailable for whatever reason, post the takings into the "Galley Honesty Box" with a small note indicating income for the day, plus your name.
8. Detail "Net Takings" in the Duty Log Book.

Please leave the galley clean and tidy, wash all items of crockery, wipe down surfaces, check with OD about turning off gas and water (as some people may stay longer), and take all food bits home with you. It is best not to leave perishable items in the fridge as they go off, and we don't want the freezer full of odds and ends.

DO NOT LEAVE ANY FOOD OUT IN ANY CUPBOARD - THE MICE WILL FIND IT

Finally, if people don't turn up for their duty, many regular members tend to stray towards bringing their own food (especially the families). They cannot be blamed as there is nothing worse than a hungry sailor. Everyone is very appreciative of food being provided as it makes for a friendlier club.

Any queries, please contact:

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