

## CLOSING DOWN THE CAFE

- Wash up everything e.g. teaspoons, milk jug, microwave plate and cover. Use hot water in urn if any left.
- Empty urn and leave lid half off so it dries inside.
- Empty kettle and leave lid open
- See instructions for washing cappuccino machine and milk frother
- SWITCH URN, KETTLE AND COFFEE MACHINE OFF AT MAINS
- Put coffee granules, tea bags and sugar back into airtight containers (otherwise they go hard and are wasted)
- Put in store cupboard: paper cups, lids, choc, drinks, crisps, coffee capsule tower
- Put into kitchen cupboards:

### Into cupboard left of freezer

All food prep stuff e.g. bread basket, board etc.



### Into cupboard left of fridge

Pour coffee/teabags/choc from trugs and sugar back into their big tins first.



- Spray clean microwave inside if it's been used
- Squirt an inch of squirty cream into the sink and rinse nozzle in hot water, then back to fridge
- Rinse caps of sauces and put back in fridge with butter and bacon
- Sunday - freeze any bacon
- Sunday – take remaining milk home
- Spray clean the surfaces (cleaner under sink)
- Lock the fridge and freezer handles to adjacent cupboard handles
- Empty kitchen bin and add new bin liner (under sink)
- Drop cash tin to Madge at 25 Collaton Road (hide in porch if we are out)

## **CLOSING UP THE CLUBHOUSE**

- Put defibrillator in store cupboard (it's under kitchen counter, to right of fridge)
- Bring in the signs and boot racks
- Hoover/sweep floor (hoover, broom and dustpan in disabled loo)
- Clean toilets if needed (use bucket and gloves in disabled loo)
- Empty bins (including kitchen bin). Take black bags to the trade bin by village hall entrance. Take recycling bags home to recycle.
- Put clean liners in all bins (bags under sink)
- Take towels home to wash (kitchen tea towels and toilet hand towels)
- Turn boiler off in store cupboard – push orange button once – (it then flashes for a bit)
- Throw latch on store cupboard
- Check urn and kettle are switched off at mains
- Check fridge and freezer are padlocked to adjacent cupboard handles
- Check toilets – are taps off (we are metered!!)
- CHECK THE KEY-SAFE IS LOCKED and all keys are inside, including container key (key-safe is to the right of the cooker hood)
- Check all windows and fire door are securely closed
- Clubhouse lights off (switch by entrance). Toilet lights are on sensors and switch off automatically.
- If you're the last team on Sunday, POST THE DAY'S SCORE SHEETS – ALL IN RED BOX
- Lock clubhouse door (you may need to push against the doors to lock easily)

### **Queries:**

**Madge 07889 831510**

**Steve 07531 917743**

**Juliet 07534 073883**