

WEST END BOWLS CLUB - GUIDANCE FOR TEA TEAMS

GENERAL:

- Check the team selection sheets in advance in case the number you will be catering for has changed.
- Remember to bring your receipts. This enables the Treasurer or Captain to reimburse you straight away and, also, fulfils our legal requirement to be able to establish where food was purchased.
- When you arrive switch on **both** water heaters:
Above draining board (If not used for several days draw off 6 teapots before heating).
Switch on wall by hatch (press once – stays on for 2 hours).
- Check that surfaces are clean and uncluttered, sufficient cleaning materials are available and the fridge temperature is at or below 8°C. These are “the opening checks” in the diary.
- Lay Tables – tablecloths and napkins in back kitchen.
- Put raffle tickets out – guidance on which numbers to use is posted on notice board outside kitchen.
- Prepare to serve a hot drink at half time. (Tea is not served at half time for evening games). **Either** set up a table for each rink, collect drink orders from the rinks shortly after the game has started and set out the trays in readiness **or**, set up one large table and be ready to serve players individually as they leave the rink. Biscuits are kept in a top cupboard in the back kitchen
- Switch dishwasher on 40 minutes before needed.
- Serve tea. Hot food must reach 82°C during heating and be kept at a minimum of 63°C. There is a temperature probe in the kitchen.
- Wash up and put everything away. Food must not be left out and left overs should not be kept in the fridge unless an arrangement has been made for them to be used up. Items left for later use should be covered and clearly labelled - including date.
- Take rubbish, including food waste, home for disposal. Do not attempt to re-use bags.
- Change all disposable wash clothes and tea towels. Take tablecloths and tea towels home to launder– return to clubhouse ASAP.
- List items that need restocking on chalkboard behind kitchen door.
- Complete, sign and date the diary sheet.

PLEASE REMEMBER

IF YOU CANNOT FULFIL YOUR COMMITMENT TO PROVIDE TEA IT IS YOUR RESPONSIBILITY TO ARRANGE YOUR OWN SUBSTITUTE, CHANGE THE ROTA ACCORDINGLY.

TEA TEAMS ARE NOT RESPONSIBLE FOR RUNNING THE BAR.

SUGGESTIONS/GUIDANCE ON QUANTITIES

- Budget up to £1.40/head.
- Allow for visitors (rarely more than 3). Visitors teas are £3.00/head.
- Cater for vegetarians and gluten free diets (rarely more than 4).
- Plain biscuits, pats of butter, salt, pepper, chutney and sachets of mayonnaise are pre-purchased and in the kitchen.
- Remember the milk! Four pints serve 5 rinks.

- **Sandwiches:**

Approximately 20 slices (10 rounds) to a large loaf – use a mixture of white and brown bread.

Provide butter, or a good quality spread, if serving sandwiches.

Allow at least 1 round per person.

It is customary to serve crudités, small tomatoes and/or crisps with a sandwich tea.

- **Salads:**

Sliced ham, chicken, strong cheddar, eggs, quiche, pork pies, cocktail sausages, are all good bases for a salad.

3 large iceberg lettuces serve 50-60 people.

2 large cucumbers serve 50-60 people

30 large tomatoes serve 50-60 people

1 full size French loaf provides 14-15 slices.

Moist items are best served in bowls. (e.g. coleslaw, pasta salad, potato salad, Waldorf salad, beetroot).

Plate dividers are in the back kitchen – stack up to 4 high.

- **Second Courses:**

Cakes, scones, pre packed desserts (e.g. mousses) are all suitable.