



Breakfast at Broxbourne Rowing Club.

The responsibility for preparing breakfast is shared by all club members and organised by nominated individuals in a squad according to a rota. Breakfast makes Saturday mornings more enjoyable and raises considerable club funds which are spent on equipment.

Breakfast Checklist

This is a set of instructions for performing the breakfast duty. It is not exhaustive so you will need to use your own judgement where necessary. You will normally need a minimum of three, but better four or five people working the kitchen at peak times. It is particularly busy from 08.45 until around 10.00 with (usually) a second “rush” around 11.15-11.45 when the second outing comes in.

Preparation

1. A few days before your duty day, check for existing stock: coffee/tea bags/coffee filters/cleaning materials in the cupboards, and food/squash in the fridge and freezer.
2. Use any frozen sausages or bacon, defrosting them at least 24 hours before use.
3. **Offsetting any existing stock**, you will need to buy:
 - a) 12 baguettes
 - b) 2kg bacon
 - c) 3kg of **good quality** meat sausages
 - d) 6 eggs
 - e) 12 pints semi-skimmed milk
 - f) 2 packets of ground coffee
 - g) 1 box of teabags (approx 100)
 - h) 1kg granulated sugar
 - i) 1 large bottle of ketchup
 - j) 1 tub of spreadable butter
 - k) 2 cartons of sweet snacks (mini flapjack, donuts, chocolate crisp, mini muffins etc).
 - l) Homemade cake is very welcome! It considerably boosts sales and profit margins.
4. Only if you know stocks are low, buy
 - a. Some hot chocolate powder
 - b. Some instant coffee
 - c. A small bottle of squash
 - d. Some disposable sponges/J-cloths and washing up liquid for cleaning.
5. If you have reason to believe a lot of people will be away (for example on the day of big regattas) reduce the amounts by 25%.
6. It makes sense to have some change to act as an initial “float”.



Note that coffee filters are “industrial” rather than domestic and are bought in bulk. If they are running low they can be bought at a cash and carry or online.



On the day

1. The major influx of people is usually around 09.30 after Tidal Flow, so arrive no later than 08.45 and immediately fill up the water urn and turn it on.
2. If you arrive early, put out the sweet snacks to get sales off to a fast start!
3. Turn on the “hot plates” for storing cooked bacon and sausages.
4. Put the coffee machine on, and make some filter coffee. Put ground coffee in the filter and pour into the machine the amount of water as indicated on the glass coffee jug.
5. Cook the bacon and sausages, starting before 09.00 and put them in the hotplates when done. It is best to cook the sausages in the oven, but make sure the heat is on.
6. Turn the dishwasher on (see instructions on the front). Do not use glass cleaner.
7. Cut the baguettes into **5 pieces** and then in half lengthways.
8. Butter some, but not others. Some people don't like butter.
9. Serve two rashers of bacon or two sausages per portion.
10. Everything should be ready to serve by 9:30 am.
11. Cook eggs on request.
12. The price list for the various food items is on the wall of the kitchen. There is a tin for collecting money (usually kept in the fridge). Avoid putting this money on the counter, as “shrinkage” can occur.
13. There are two main rowing sessions during the morning so there will be busy and slow periods. Be prepared to serve until at around 11:45 am (if you still have food).
14. Wash up EVERYTHING and put it away. Clear the dishwasher.
15. Clean the surfaces
16. Clean the fridge
17. Turn off and drain the dishwasher as per instructions.
18. Turn off the hot water urn, hotplate and coffee machine (not the fridge or freezer!)
19. Empty the bins
20. Pay back the person who did the shopping against their receipt.
21. Count the money collected, and make a note of takings on the receipt.
22. Put the money in a money bag available in the top right hand drawer of the counter.
23. Hand the money and receipt over to a member of the committee to put in the safe.
24. Record the amount you collected on the wall.
25. Empty the bins of all foodstuffs
26. Please leave the kitchen completely clean and tidy and **leave no accessible food anywhere around the kitchen. Give it away, take it away, or store it in the fridge.**
27. **DON'T FEED THE RATS! WHEN WE LEAVE FOOD OUT THEY WILL FIND A WAY IN.**



Job done. Thanks very much!



If you have any suggestions for improvements to this checklist, please email IanHenley@Changebeat.com.

Serving breakfast from the boathouse

1. From time to time the clubhouse is hired out (for weddings or private functions) so breakfast needs to be served from the boathouse.
2. In this instance take the water urn, coffee machine, kettle and toaster over to the boathouse and set up on a table in there.
3. Take **the greatest care** to establish a safe, sturdy and uncluttered setup so that there is no danger of the kettle or urn being knocked over.
4. Trailing wires are not an option. If necessary tape them out of the way.
5. The best position seems to be close to the right hand door as you look at the boathouse, as that is where the power points are.
6. You won't be able to provide cooked bacon and sausages. Instead offer toast and items such as cake, flapjack and sweet snacks (as above) which do not require cooking.
7. Change from baguettes to loaves of sliced bread, butter, jam and chocolate spread (probably wise to avoid Nutella to avoid any nut allergy issues!)
8. Some people take plates and cups over from the kitchen but you probably won't have access to the kitchen to wash up, so it is more practical to buy cheap disposable cups and plates, so that they can be thrown away at the end of the session, without leaving washing up for the next day.
9. Remember to take a black rubbish sack for the debris.