

# **PENNANT DUTY RINK TASKS – INSIDE**

## **ALL PEOPLE IN RINK TO ASSIST**

**PLEASE BE AWARE OUR VISITORS CAN BE AT OUR CLUB UP TO AN HOUR BEFORE PLAY STARTS**

### **FOLLOW COVID SAFE REGULATIONS AT ALL TIMES**

- **PULL UP ALL BLINDS EVENLY + OPEN DOORS IN GOOD WEATHER IF BOTTOM GREEN BEING USED + TURN ON LIGHTS + IF AIR CONDITIONING/HEATING/ARE REQUIRED – TURN ON**

### **SETTING UP**

- **ENSURE THERE IS TEA, COFFEE, SUGAR, CUPS, TEASPOONS SET UP**
- **FILL URNS AND TURN TO NO. 4 UNTIL THEY BOIL THEN TURN TO NO. 3.5.**
- **TURN DISHWASHER ON (SEE INSTRUCTIONS ON WALL NEXT TO DISHWASHER)**
- **PUT MILK ON BENCH**

\*\*\*\*\*

### **PRIOR TO PENNANT STARTING**

- **PUT MILK IN FRIDGE**
- **ENSURE THERE ARE ENOUGH CLEAN CUPS ON THE TRAY FOR LUNCH/AFTERNOON TEA**
- **ENSURE URNS HAVE HOT SUFFICIENT WATER FOR LUNCH/AFTERNOON TEA + TURNED TO DIAL 3.5**
- **REMEMBER TO SHUT CLUBHOUSE DOORS IF PLAY IS ON TOP GREEN ONLY**

\*\*\*\*\*

### **AT END OF LUNCH/AFTERNOON TEA**

- **TURN URNS OFF AND UNPLUG.**
- **PUT MILK IN THE FRIDGE (IF IN JUGS DISPOSE OF AT END OF DAY IF NOT USED).**

\*\*\*\*\*

### **AT COMPLETION OF PLAY**

- **ENSURE EVERYTHING IS PUT BACK IN CUPBOARDS, TABLES WIPED, CHAIRS IN.**
- **RINSE CUPS ETC. IN SINK, PUT IN DISH MACHINE RACKS (ON FLOOR NEAR MACHINE) AND PUT IN DISH SANITISER (SEE INSTRUCTIONS ON WALL NEXT TO MACHINE).**
- **PUT CUPS ETC. AWAY & TURN DISH SANITISER OFF (INSTRUCTIONS ON WALL NEXT TO DISHWASHER).**
- **IF YOU ARE THE LAST TO LEAVE ENSURE BACK DOOR LOCKED, LADIES TOILET LIGHTS OFF, ALL OTHER DOORS LOCKED, BLINDS DOWN, AIRCON UNITS OFF. PUT SECURITY ON.**

**SKIPS PLEASE BE RESPONSIBLE FOR FINAL CLEANUP**