



THE CLUB'S MORNING ROUTINE

* FYI: the following is a suggestion for a morning routine for the volunteer team. Please feel free to improve or adapt it according to your club's way of operating.

TIME	TASKS
	When the volunteers arrive, they can place their coats and personal belongings in the lockers or on the hangers provided.
	Everyone must wash their hands and put on a hairnet.
	Arrange the tables and chairs; wash the service tables and the counters where food will be prepared using a diluted sanitizing solution.
	Take out and plug in the toaster and warming tray. <i>(Make sure there is water in the warming tray)</i>
	Take out kitchen implements and supplies needed for preparation.
	Make coffee for the volunteers.
	Put on a clean apron.
	Take out any food items that require preparation.
	Hands must be washed before any prep work, every time a new food is used, and when anything else is touched.
	Cut the fruit and cook the main meal.
	Keep cooked items warm. Place cold items back in the fridge until breakfast is served.
	Place cutlery and condiments, jams and spreads on the service tables.
	5 minutes before the children arrive, take the yogurt, milk, juice and fruit (cheese if being served) out of the fridge.
	Children arrive and breakfast is served!
	Once breakfast has been served, wash the dishes, equipment (warming tray containers and lids, removable parts of the toaster, etc.) and all work surfaces.
	Take food items for tomorrow's breakfast out of the freezer.
	Lock the cupboards, refrigerator and freezer.

MANY THANKS...

ONCE AGAIN: MISSION ACCOMPLISHED!

Psst! Don't forget your personal belongs before you go!

