



Responsibilities – CATERING

BBQ

- 1) Acquire supplies on the day of the monthly club meeting. Sausages, Tofu Sticks, Chicken Skewers, Lamb Koftas, Steak Skewers, Bread, Butter, a selection of condiments, grated cheese, onion and salads. Napkins, serving trays etc.
- 2) Arrive half an hour before meeting at Eisteddfod Hall. Bring BBQ out of shed. Clean BBQ prior to cooking. Ensure BBQ is placed on grass so that any drips and spills do not stain the concrete outside the hall.
- 3) Acquire security code from President/previous hall opener and apply code when opening and closing down building. At the same time turn the Airconditioner for Hall on and set for two to three hours run time.
- 4) Bring two trestle tables out of hall and place against wall. Place bread, condiments, salads, cheese along table in buffet style.
- 5) Cook BBQ (usually TOFU first, then sausages, then chicken skewers etc).
- 6) Clean BBQ and return to shed, put away tables etc. Empty rubbish and replace bin liners.
- 7) Ensure no one is left in Hall toilets when closing up.
- 8) Submit receipts to Treasurer for reimbursement

BEER

- 1) Acquire Beer (at least 2 cartons), Apple Cider, Wine, Ginger Beer and Soft Drinks.
- 2) Stock Eskies (2) and fill with Ice (usually 3 bags).
- 3) Take Eskies to Monthly club meeting. They will be heavy and you will need assistance getting them in and out of your vehicle.
- 4) Place Eskies, bottle openers, stubby coolers and cash tin in a convenient location (usually near the door on the left hand side).
- 5) Assist with BBQ
- 6) Assist with Clean up after BBQ
- 7) Count cash after meeting and give to Treasurer or deposit to the club's Bendigo Bank account
- 8) Store Eskies between meetings
- 9) Store unused drinks stock between meetings
- 10) Perform annual stock take of all drinks on hand at 30 June and report to Treasurer.