

2009 LUNCH, TEA LOCK-UP ROTA

			XI	Opponents	Tea	Lock up	Changes?
April	18	Sat	1	St Albans			Cancelled
	19	Sun	C	Chigwell	Goody	Steve Thomas	
	25	Sat	1	Cockfosters	Neil Black	Neil Black	
	26	Sun	1	Leverstock Green	Ian Bright	Ian Bright	
May	2	Sat	2	Hatfield	Ian Cheeseman	Goody/Jeff	
	3	Sun		HERTS CCC v STAFFS CCC	Lunch - Jane	Goody	
	9	Sat	1	Harpenden	Lunch - Azmina	Goody	
	10	Sun	1	TBA	Chris Gregory	Andrew Craig	
	16	Sat	2	Chipperfield Clarendon	Steve Thomas	Goody	
	17	Sun	1	Eaton Bray (Village)	Neil Bamford	Goody	
	23	Sat	1	Sawbridgeworth	Lunch - Azmina	Goody	
	24	Sun	1	London Colney 40+	Ben Howell	Goody	
	30	Sat	2	County Hall	Adam Davies	Goody	
	31	Sun	1	Langleybury (Village R2)	Simon Clements	Goody	
June	6	Sat	1	West Herts	Lunch - TBA	Goody	
	7	Sun	2	Hertford	Hilary Stiffin	Mick Stiffin	
	13	Sat	2	Sawbridgeworth II	Nick Gilbert	Goody	
	14	Sun	2	TBA	Mark Saxby	Mark Saxby	
	20	Sat	1	Hertford	Lunch - Mrs B	Goody	
	21	Sun	1	Reed (County Cup)	Rhys Carter	Goody	
	27	Sat	1	Bishop's Stortford	Lunch - Ursula	Neil Black	
	28	Sun	1	Cockfosters	Jon Mather	Jon Mather	
July	4	Sat	3	Potters Bar IV	Colin Simmons	Goody	
	5	Sun	2	TBA	Jamie Blackburn	Andrew Craig	
	11	Sat	2	Waltham X Rosedale	David Searle	Goody	
	12	Sun		TBA	Matt Rathbone	Jeff Spencer	
	18	Sat	1	St Albans	Lunch - Liz Dean	Goody	
	19	Sun	1	Boxmoor II	Rhys Wynne	Andrew Craig	
	25	Sat	2	Abbots Langley	Dan Boucher	Goody	
	26	Sun	2	Preston	Tom Rogers	Jeff Spencer	
Aug	1	Sat	1	Stevenage	Lunch - Liz Dean	Goody	
	2	Sun	2	Aldenham	Mark Topham	Ian Cheeseman	
	8	Sat	2	London Colney	Howard Cornwell	Goody	
	9	Sun		TBA	Nilanka	Steve Thomas	
	15	Sat	1	Letchworth	Lunch - Azmina	Goody	
	16	Sun	1	Waltham	Chris Cook	Goody	
	22	Sat	3	Greenwood Park	Stumpy or Charli	Goody	
	23	Sun	1	Barnet II	Ben Langford	Goody	
	29	Sat	2	Hemel Hempstead Town	Ian McCarthy	Goody	
	30	Sun	2	TBA			
Sep	5	Sat	1	Hemel Hempstead Town	Lunch - Azmina	Goody	
	6	Sun	1	Hatfield Hyde	Matt Rathbone	Jeff Spencer	
	12	Sat	2	TBA			
	13	Sun	2	TBA			
	19	Sat	1	Hornsey	To be decided at selection		
	20	Sun	1	NMCC Old Boys	Hilary Stiffin	Mick Stiffin	

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If you can't fulfil your allocated task, find someone to swap with and make a note on this notice.
It is YOUR responsibility to do this.

Locking up the pavilion

Till

1. Bag up and put away all cash in the safe (leave the copper).
2. Leave till open and switch off at the wall.

Set Alarm System & Secure the Bar Area

3. Slot in middle support, close front shutters down and lock both.
4. Close side shutter, slot key barrels back in.
5. Turn glass washer off, and take out long grey plug.
6. Turn off all lights; ensuring 'Main Floods' switch and light in glass fridge (top left-hand corner) are off.
7. Ensure fridge doors are closed and close both doors in bar store room.
8. Press 'A' on alarm pad, close bar door and lock (3 different keys).

Kitchen

9. Check external kitchen door is locked (two locks, same key).
10. Check cooker is switched off at main switch adjacent to cooker, check urn is off.
11. Extractor fan to be turned off, along with external light (next switch) and internal lights.
12. Check kitchen is tidy and dishwasher has been run (tea person should have done this)

Men's Changing Rooms

13. Check shower extractor fan has been switched off.
14. Check all windows are closed and all taps are off.
15. Check emergency door in gents' toilets is closed, and bolted.
16. Ensure all lights are switched off.

Snug Bar & Ladies' Toilets

17. Check all taps are off.
18. Check lights in toilets are off.
19. Check extractor fan adjacent to TV is switched off.
20. Check TV and music centre turned off at plug.
21. Check all heaters are off.
22. Check all windows are closed.
23. Check lights are off.

Main Hall

24. Ensure the hall is tidy – collect and wash all glasses, tidy away remaining tea items.
25. Check three main front windows are closed and locked.
26. Check door to balcony is closed and locked.
27. Check external lights are switched off (players balcony, and by steps).
28. Check all heaters are switched off.
29. Switch off all internal lights and small external lights in lanterns.
30. Close main pavilion door and lock all three locks (same key).
31. Post keys into key drop.

Tea instructions

Shopping

6 loaves, 4 tins tuna, 500g cheese, 6 large eggs, 20 thick slices of ham
whatever you want in or with the sarnies (salad, pickle, coleslaw etc)
jar of mayo, tub of marger (but check the fridge, there may be enough there already)
4 pints of milk
cake - enough for 2 bits each, so 50+
and/or fruit/yogurt if you are feeling healthy
a pack of chocolate digestives goes a long way too

When you get to the club

Fill (using jugs) and switch on the tea urn.
When it is boiling, turn it down to simmer

Make the sarnies up,
put them on the big platters,
cover with cling film
put them in the cold room behind the bar ready for later.
Cut up the cakes and cover as above

Put the plates, mugs and sugar out

Afterwards

Load the dishwasher with mugs, plates etc
Wash up whatever pots, pans and platters you use

Please make sure you leave the kitchen clean and tidy for the next user.

Thank you!