

# **INSIDE DUTY RINK TASKS 2022/23**

1. Put on disposable gloves. (They are on the window sill)
2. Turn the dishwasher on.
3. Fill the urns to the water mark. Use the bucket and filtered water from the tap behind the coffee machine.
4. Turn the urns on at the power point. Set temperature to max.
5. Check that there is sanitiser by each urn.
6. Check which rinks are being used and put out table numbers, corresponding numbered money pouches, white serviettes.
7. Check tables have sanitizer, disinfectant spray and cloth.
8. Count the number of bowlers : multiply the rinks by 8.
9. Put out half that number of cups by the coffee and half that number of cups by the tea.
10. Put out coffee, teabags, sugar, teaspoons and a bowl to put the used teaspoons into. Check that all containers are filled.

The coffee, sugar and teabags are in the cupboard.  
(labelled)

11. Fill 2 milk jugs and leave in the fridge.

**THANK YOU FOR YOUR ASSISTANCE**