

DUTY OFFICER TASK LIST

OPENING UP Please work in partnership with the Director, who is the lead at all sessions. After opening the Club, turn on the lights in the reception area and over the stairs and bring the lift down to the ground floor if it is upstairs.

IN THE KITCHEN AREA Open the shutter by turning the key on the left side to the upward direction and holding it there until it is completely up. Turn the urn on. Check the two dishwashers, empty any contents and put away. Make sure there are sufficient cups and saucers ready for the session tea break. Check there is milk in a jug in the fridge. Check and, if necessary, fill up biscuit tins and put on table outside the kitchen. **UPSTAIRS** Turn the lights on. Open some windows if it is warm. Assist the Director as required in setting up the tables for play.

VOUCHER SALES Make sure the card reader is charged and ready to go. Take the voucher box with record book and vouchers from the office. They are stored in the left hand bottom drawer of the desk next to the laptop and computer. Sell vouchers as required to members, only using the card reader. Write the purchaser's Bridgemate number in the red book and record the number of the first voucher in the purchased book on the back of the card reader receipt. Collect visitor fees using the card reader. If someone does not have a card, you or another member can accept cash and use their personal card to make the appropriate transaction to the Club. Collect vouchers from all players attending the session. Complete the Session Sheet. Attach receipts and totals report from the card reader to the Session Sheet. Cut off bottom right corner of each voucher and attach in batches of 10 to the Session Sheet. Place all documents in the Treasurers' box in the office.

TEA BREAK Early finishers or a sit out pair are expected to serve drinks during the tea break. Put 8 tea bags in the tea pot and take milk out of the fridge. Coffee, decaf tea and coffee and sugar is by the hatch. Serve drinks. Players are expected to put their crockery after use in the dishwasher. When all crockery is returned, put in a washing tablet and turn on the dishwasher on a quick cycle (45 mins). **END OF SESSION** You are not

expected to stay behind to lock up. The Director or Scorer can do this as they are likely to be the last to leave. Check with them first before leaving. Please help the Director by putting away Bridgemates, boards and table numbers and any rubbish left behind on tables. Close windows upstairs. Check there are no players in the toilets upstairs. Turn off all lights upstairs. Shut the upstairs fire door. Downstairs check that there are no players in the toilets. Check all lights are off in the back rooms and toilets and all windows and external doors are locked. Empty dishwasher if you have time and put crockery in place for next session. Shut kitchen hatch by turning key to down position and holding it there until it is fully closed. Shut kitchen door. FINAL LOCK UP if you are last to leave, make sure all the windows and doors are shut, including the fire door at the top of the stairs and the kitchen door. Turn off lights. Change the open notice to closed. Take the security fob from the key box and place it on the left side of the security alarm box on the right of the main door as you go out. Do not leave the fob in the building. An alarm will sound and go off when the door is closed. Put the fob back in the key box and lock it.