

EASTBOURNE BRIDGE CLUB

DUTY OFFICERS' TASK LIST

(To be carried out in partnership with the Director)

After opening the Club

Depending on the weather and atmosphere in the room, open some windows or turn on the air-conditioning and/or fans. If using the air-conditioning two small windows should be open at opposite ends of the room.

The heating control thermostat is on the wall to the left of the kitchen door and is set at 20°. Please do not alter this setting unless you have to and always return it to 20° before you leave.

Turn on the urn in the kitchen. It is ready when the light is green.

Empty the dishwasher as necessary.

Put out enough cups and saucers for the session on the serving bar along with jug of milk from fridge and tin of biscuits.

Collect the table money via Voucher. (Visitors are charged £4.00 and payment is accepted using the card reader). When all vouchers have been collected they should be stapled together with the bottom corners cut off (so they cannot be used again). Record on the Table Money Form found in the drawer under the Pay Telephone in the White Room.

When selling vouchers, follow all the instructions on the front of the Red Voucher Book, writing the buyer's bridgemate number against the sold voucher number in the Red Voucher Book and the voucher number on the card reader receipt.

Vouchers and receipts should be bagged and put in the Treasurer's box.

When everyone is seated, distribute score cards only as required.

Early finishers or the pair sitting out usually manage serving the tea coffee. At the end of the tea break, load and start dishwasher as necessary.

At the end of play:-

Turn off air-conditioning and/or ceiling fans and any plugged in fans in the kitchen or the bridge rooms.

Ensure all windows are closed, including in the toilets.

Pull back all curtains at the end of afternoon and evening sessions.

Tidy the room collecting any card wallets, bridgemates and unused score cards left on the tables. Return any cups and glasses to the kitchen.

Check that there is nobody in the toilets.

Check that all lights are turned off.

Close and lock the club door at the top of the stairs.

Turn the main lights off at the top of the stairs.

Check that nobody is in the downstairs toilet .

Switch off staircase light

Switch off inner hallway light.

Lock the front entrance door .

February 2023