



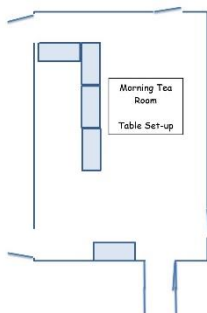
# Housekeeping Roster

Each meeting requires two volunteers who are asked to arrive at the Shed at 9:00am. All purchasing costs incurred by volunteers will be reimbursed by the Treasurer.

Members generally start arriving about 9:15am and will be available to assist as requested by the Rostered Volunteers.

The Rostered Volunteers are asked to undertake or manage the following responsibilities:

1. **Bring or purchase supplies for the day**
  - 2 litres of light milk, biscuits/cake etc
  - BBQ supplies – bread, meat, sausages, onions, sauces, soft drink etc, **will usually be provided by Geoff Grimmett**. In the event Geoff is unavailable, his guidelines on quantities and procedures are at Page 3 of this document.
2. **First off, get the coffee urn started**
  - Coffee cups, milk, sugar etc. Please only use cold water in the urn and jug.
3. **Place Melba Shed sign near the entrance gate**
4. **Put out Name Tags, Sign-in Book, Donation Tin and Shed Volunteer Roster**
  - Sort Name Tags into rough alphabetical order on the table immediately adjacent to the entrance door
5. **Organise the morning tea room and the meeting room**



- Ensure 5 tables are in the Morning Tea room as per the diagram
- Make sure the meeting room chairs are set out so as to make best use of the available space

6. **Inspect toilet areas**
  - Ensure ablution areas are clean and stocked with toilet paper, hand towels and soap
7. **Check Safety items**
  - Ensure First Aid Kit and Defibrillator are in place and accessible
  - Ensure fire extinguisher and fire blankets are in place
  - Check exits are clear for use

## 8. On Sausage Sizzle days

- Refer to the procedures on Page 3 of this document.
- Organise for the BBQ and fridge and three tables to be placed outside
- Cook the food
- Manage the clean-up
- Return the BBQ, fridge and tables afterwards

## 9. After the meeting

- Advise Geoff Grimmett (kaleen.grimmetts@gmail.com) if any supplies, soft drink or cleaning materials need replacing
  - Put away the Name Tags, Sign-in Book, Donation Tin and Shed Volunteer Roster
  - Put away all tables
  - Bring in the Shed sign
  - Ensure the air-conditioner is turned off
  - Ensure all power points are turned off
  - Ensure all taps are turned off
  - Vacuum the carpet in the meeting room, if required
  - Ensure the meeting rooms, kitchen and morning tea room are left in a clean state
  - Ensure toilet area is clean and stocked
  - Remove any out-of-date supplies in the fridge
  - Remove all food scraps and garbage from the Community Centre
  - Take home used tea towels, wash and return the following week
  - Close curtains in the meeting room
- Ensure all doors and windows are locked

# Melba Shed – Sausage Sizzle

## Preparation & Purchasing of Supplies Guidelines

### Week prior to BBQ – things to check:

- Location of BBQ supplies: All of the BBQ tools, servers, gas lighters, cooking oil, sauce, serving aprons etc. are located at the end of the (closest) storeroom which has our cupboard in it (where we store our badges).
- Check the Shed store room to ensure there are adequate (serving) paper tissues available, and the sauce supplies (Tomato, BBQ & Mustard) and cooking oil are sufficient for the BBQ.
- The BBQ itself is housed in the end storeroom, and the bottle is kept there separately next to it. Check the gas bottle... if it appears to be getting low it can/should be swapped for a new one at Bunnings or the local Melba service station[much more expensive] Note: keep your receipt for handing to the Treasurer).
- Ensure there is a tin (or several paper cups) under the drain end of the BBQ to gather excess fat rather than have it run off onto the cement.

### Purchasing Supplies:

Purchase the following supplies (and most times from Coles Jamison), and do the following. Note: all these goods can be purchased through Coles Jamison if convenient;

- 4 packs of Thin Gluten-free sausages (22 per pack). If a larger Shed attendance is expected (say 60+) purchase an extra pack. If there are any remaining uncooked sausages they can be put in the freezer section of the Shed fridge.
- 3 bags chopped onions (located in top of freezer cabinet at furthest/eastern end of Coles). If you have any left-over just freeze them.
- 6 loaves of Sandwich bread (3 white & 3 wholemeal) – the Coles brand can usually be bought for 75C to \$1.00 (White) and about \$1.50 (Wholemeal).

### On BBQ Day:

- Set up four tables (one either side of BBQ) for preparation & supplies, and two adjacent to the children's sand pit for bread, sauces, tissues etc.
- Ensure a rubbish bin (with liner – from drawer in kitchen) is located adjacent to the BBQ area.
- There are plastic tablecloths in the store room that can be used on the table used for bread & sauce pickup.
- Depending on the program for the day, it is best to start lighting the BBQ about 10.45-10.50am'ish (this will vary according to speakers or activities – if unsure check with the President or Committee Member on the morning).
- If you wish to claim the funds back (which you should) for these supplies it is best to give the receipt/s to the Treasurer... just write your name on the top and annotate reason for purchase. Funds will be directly deposited to your bank account if you give him your account details (or cash if available/preferred).