

EDGORTH & DISTRICT HORTICULTURAL SOCIETY : ANNUAL SHOW

Duties of the Catering Steward (August 2013)

1. Arrange for Sandwiches, cakes, hot and cold drinks to be bought/made for Stewards' and Judges' lunch.
2. Arrange for Cakes to be made and hot and cold drinks bought for sale to the general public in the café from 2.30pm to 4.00pm.
3. Supply coffee, tea and cold drinks to all stewards at regular intervals on Friday evening, Saturday morning and afternoon.
4. Set up the café in the Reading Room for Stewards/Judges lunch and later use by the public.
5. Hot water for drinks is available in the 'back' kitchen which can also be used for storing food supplies, clean pots, etc and dirty pots (separately).
Access from the café is via a passage separated from the 'ramp' room which is being used for staging until 11.45am.
6. Washing-up can be done using the dishwasher in the kitchen.
7. Assist Roving Stewards from 11.45 am to re-arrange the Staging room back into a Café for use in the afternoon. The layout will provide for serving drinks and cakes directly from the 'back' kitchen to the public (as on Saturday mornings) and allow space for a queue to form between the ramp and the service point. The public will use either room with the previous serving surface available for people to stand around. Access to the Café will be via the ramp and be signed as such.
8. Prepare price list and display copy in each room.
9. Supply lunch, including drinks, to Entry Stewards in the Office at Noon.
10. Supply lunch, including drinks, to Stewards and Judges in the Café from 11.30am to 2.15pm.
11. Ensure that you have received a float from the Treasurer.
12. Ensure that the door to the entrance hall is closed with the notice displayed to keep out the public until 2.30pm.
13. **NB. Any sandwiches not required for lunch and any leftover cakes can be sold to the public provided they have been kept cool and covered.**
14. Take all surplus cakes up to the Cookery room at 4.30 pm and provide assistance there to package and sell all produce.
Any surplus cakes for sale must not be 'sticky ones' as they are difficult to wrap.
15. Tidy up café and dispose of/store, as appropriate, surplus food and drink.
16. Count up takings and hand to Treasurer.