



BOAT STORE & TUCK SHOP DUTY OFFICER

ROLE OF THE DUTY OFFICER – BOAT STORE

Essentially the role of the duty officer in the boat store is to help to unlock, manage the boat store and then lock up again at the end before returning the keys to the cupboard.

Opening up

- Arrive as close to 6.00pm as possible and meet the committee member key-holder.
- Take keys from the cupboard in the passage and open up the boat store from the inside before going back outside to remove the external padlock.
- Keep keys in a safe place in the boat house whilst you are on duty.

In the boat store

As there are hazards involved in moving boats and equipment around in a confined space make sure that as far as possible everyone keeps out of the store and out of the way.

It is often better if the duty officer fetches each boat out as required – although this is not always possible.

- Try to make sure that boats used on courses are not removed until the instructors are present and that the correct boat can be matched to each paddler.
- Where possible, assist Members to select buoyancy aids and if appropriate, spray decks.
- Spraydecks should only be given to competent paddlers.
- Kayak paddles are colour coded – refer to the code on display.
- Members using a club boat on the lake who are not on a course, must pay the appropriate hire fee – refer to rates on display.
- Boat fees should be put into the labelled plastic box provided and locked into the kitchen cupboard at the end of the session.
- Any equipment/boats hired for a club event paddle, need to be recorded in the file hanging on the back of the boat store doors.

ROLE OF THE DUTY OFFICER – TUCK SHOP

The kitchen is used during the club sessions to sell sweets and crisps as well as cold and hot drinks as required.

The role of the duty officer is to unlock, prepare drinks & serve refreshments from the kitchen as required. After washing up and clearing away the cupboards have to be locked up again and the keys returned to the cupboard at the front entrance.

The Duty Officer (Tuck Shop) is asked to bring a supply of fresh milk and to take the money owed from the takings.

Opening up

- Arrive as close to 6.00pm as possible and meet the committee member key-holder.
- Take keys from the cupboard in the passage and open up the kitchen cupboards and the fridge.
- Set out sweets & crisps on the counter at the front and the materials for making hot drinks at the back.

**IN ALL CASES IF FOR ANY REASON YOU ARE GOING TO BE LATE OR ARE UNABLE TO DO A
DUTY PLEASE INFORM THE CHAIRMAN
AS SOON AS POSSIBLE.**