NIGHT DRINKS SCHEDULE

**4.30-5.00**

* Clean down counter then refill, including juices, milk, coffee, condiments & sauces
* Set up salad bar, sandwiches and cold desserts

**5.30 –6.00**

* Check with chefs to ensure all service equipment is on the hot counter ready for service

**6.00-6.15 15** min Break

**6.15– 7.00**

* Wash down benches and check general tidiness of the kitchen
* Keep a note of staff names on the Dinner Register at the counter
* Record Doctor names and what type of meal taken – snack/sandwich/meal etc
* Keep cold counter topped up

General Duties included

* Answer Atrium bell & deliver X-ray requests
* Ensure staff meals are topped up on the counter
* Help in the kitchen with dishes and general duties

**7.00**

* Check all UIC staff and doctors have been served
* Clear hot and cold counters
* Wash both service counters
* Refill juice, coffee and milk for night staff
* Check night staff meals, via order book. Place on a trolley ready for upstairs

**7.45**

* Wash down tables in staff dining room and Atrium. Refill sugar bowls white/brown/ Sugar free sticks
* Clean out coffee machine

**8.00-8.15**

* Take a 15 minute break

**8.15**

* Take night staff trolley to fridge on level 1
* Check there is enough bread & milk on each floor
* Set up night drinks trolley
* Fill water flasks

**8.30 – 9.30**

* Commence night drinks and replenish water flasks where required
* Check with nursing staff if there is anyone fasting
* Any patient requiring tea & toast or soup & Sandwiches
* Check if any patient trays need to be collected from rooms on both floors
* Also leave kitchens on both floors clean and tidy
* On return to main kitchen steep tea pots and generally tidy kitchen
* Turn all off in the kitchen

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|  | NIGHT DRINKS STAFF - WATER FLASK REPLENISHMENT PROCEDURE |
| 1.2.3. 4.5. 6. | Patients fasting do not require flasks. This information is obtained from the night drinks registerFlasks to be filled with ice & water in the kitchen Complete night drinks and flask service one wing at a time only. Do not place flasks or anything else on the bottom tier of trolley Always use a tray to carry patient hot beveragesRemove and replace flasks in the required roomsLeave the used flasks beside the sink in Level 2 kitchen  |