

# ASLAN

## Best Practice Guide: Sandwich Making

This guide is intended to standardise procedures across all teams so that each team is providing a similar service. It can be used as a checklist for team leaders.

### Friday Evening

Prior to opening up the leader will need to buy:

20 loaves (medium sliced – 10 white, 10 brown)  
2 large tubs of margarine  
Sandwich fillings  
6 pints of milk  
2 bags of sugar  
Fruit  
Chocolate biscuits  
Crisps  
150 sandwich bags

**Call the Clubhouse to check stock before buying**

**and use low fat ingredients whenever possible**

Food should be of good quality (e.g. wholemeal bread) and the milk and margarine should be low in fat. Spreads (peanut butter, jam, marmalade) are bought separately and stored at The Clubhouse and so fillings for sandwiches should be items such as cheese, meat and salad.

Also bring with you:

- Address labels and marker pen - to label sandwich bags with contents, and to write messages on board in clothes area

Open up the Clubhouse at 6pm (or other time as agreed by the team)

### Sandwiches

- All sandwich makers to wash their hands
- Wipe down all tables with D10 cleaner
- Make 20 loaves of sandwiches
- Ensure a **variety** of fillings: peanut butter, jam, cheese (with pickle), ham (with lettuce)
- Be generous with fillings
- Put each sandwich into a sandwich bag, and a loaf of sandwiches back into the loaf bag and mark each bag with its contents
- Seal each bag with the yellow sticky tag
- Put bags into ASLAN fridge in kitchen

### Tea & Coffee

- Collect the two electric urns and the two ordinary urns from the loft and the two flasks from the pantry cupboard and put in the kitchen.
- Fill the two electric urns with water and switch on
- Rinse out both thermos flasks and leave by the oven

## Clothes

If possible (i.e. the team is large enough) prepare the clothes for the Saturday morning team. Ensure that a wide selection of men's clothing is taken out including:

underwear  
trousers  
shirts  
shoes  
jumpers  
coats

**Take note of any messages left by previous week's team  
(leaders to contact each other if considered necessary)**

A selection of women's clothing should also be prepared although this will not need to be as large as the men's collection.

If available take blankets and sleeping bags, two or three Bibles, and any available Christian literature (e.g. Christianity Explored)

Leave clothes in the grey canvas bags (get from top shelf at front right of clothes store) in the dining area

## Clearing up

- Wipe all tables and unfinished tubs
- Sweep the floor around the tables
- Wash up everything used
- Mark margarine tubs and other items to be stored in the fridge as 'ASLAN' and with date of use
- Return any unfinished jam etc to the Tea Run cupboard
- Empty all bins and replace bags
- Switch off all gas appliances (oven and saucepans) and both electric urns
- Leave everything in a cleaner state than it was found!

## Leaving The Clubhouse

- Ensure that everything has been put away and locked up
- If you are the last to leave The Clubhouse make sure that lights are switched off and the alarm is set.

\*\* Check that the gas and urns are off!

**Last Revised: May 2004**