



TRACKSIDE BISTRO PROCEDURES

It is very important that groups arrive at their allocated times for meals. Please arrive 5 MINUTES BEFORE to be prepared to begin the serving process. Each group is allocated a 30 minute time slot. Please bring a copy of your dietary requirement form to each meal.

**Arrive at
Trackside Bistro**



**Group to sit at
allocated tables**



**Group members with
special dietary
requirements access
servery first**



**Remaining group
members access the
servery**



Meal seconds



Cleaning up

- Ensure group members wash or sanitise hands before entering the dining hall.
- Any bags or equipment is to be placed at the back of the dining hall along the glass wall.
- Liaise with kitchen staff or look for signage on tables to guide groups to their allocated row(s) and fill these rows from the front of the room.
- Please wait until the chef invites the special dietary requirements up to the servery.
- Group leader to identify group members that have special dietary requirements as stated on their dietary requirement form.
- Oversee this serving process and ensure that group members are receiving the correct meal as identified in their dietary requirements.
- Once the special dietary requirements have all been served and the chef has indicated the rest of the group can come up to the servery, direct one section (rows/tables) at a time to the servery to ensure it doesn't become overcrowded. Sections can also be directed to the drinks station while they wait for their meals.
- Group members line up for a plate, move through the hot food servery, collect condiments/cutlery and go through the salad/cold food buffet (toast section also available at breakfast).
- Please ensure all group members are following the portion size signs.
- Kitchen staff to confirm if seconds are available and advise Group Leader.
- If available Group Leader to supervise the servery seconds process. Dessert available after dinner meal.
- Direct one section (rows/tables) at a time to begin the clean up process. Scrape plate off in the bin provided, stack plates on the trolley provided and drop cutlery in the bucket provided.
- One student per table to wipe down table using a rag soaked in the warm, soapy water provided.
- Please ensure group members push in their chair and leave the dining hall on time with all of their belongings.
- Visiting staff/group leaders will be required to walk the group members back to the accommodation quarters (or an alternatively arranged location).