

Procedures- Morning Tea - 9am Service

Morning Tea

- Arrive at 8.15am
- Turn wall urns on
- 4 large dinner plates of biscuits, check freezer for food that can be used. Biscuits are stored in the plastic container, in the communion cupboard, or bring something from home.
- Bowl of sugar sachets, wooden stirrers and bowl for used teaspoons on serving bench.
- Two sets of disposable cups, at either end of serving bench. One end coffee and kettle with hot water and the other end pot of tea.
- Two jugs of water with disposable cups, put on outside table.
- Check for milk supplies – take money out of petty cash box-please provide a receipt and write details on the sheet in petty cash.

Pack Up

- Wash and pack away any dirty dishes.
- General cleaning eg. Pack away sugar, food in fridge, empty rubbish bins, turn urns off.
- Place any left-over snacks in freezer for next service.
- Please take home dirty tea towels, wash and return.

Communion

- Plastic disposable cups and trays are stored in the communion cupboard
- 4 trays of communion cups filled with grape juice.
- 4 bowls for bread(gluten free crackers)
- Juice is stored in Communion cupboard. Once container is opened it needs to be used within 7 days, store in fridge.
- Dispense the juice into the small squirt bottle and proceed to fill cups in trays.
- After communion left over trays and communion bread must be disposed
(we cannot reuse)
- Wipe trays with a damp cloth and return to cupboard.
- PLEASE empty and wash squirt bottle as it does not store well in the refrigerator.

IF WE ARE RUNNING LOW ON SUPPLIES PLEASE WRITE IT ON THE SHOPPING BOARD ON THE FRIDGE WITH YOUR NAME NEXT TO THE ITEM.

Thank you for faithful serving in the Morning Tea roster