

MORNING TEA GUIDELINES

1. GENERAL

Supplies are stored in two tubs labelled 'Morning Tea Supplies'. There is a third tub labelled 'Supplies to Re-stock Morning Tea Tub'.

Four cordial jugs with plastic cups and disposable cups are in a blue basket labelled 'Cordial Jugs and Cups'.

Tea towels, dishwashing liquid, Chux cloths, gloves, sponges and spray cleaner are in a tub labelled 'Dish Washing Supplies'.

Those rostered on need to be at church by 9.30am to ensure everything is attended to in time for those people to be ready for church at 10.00am.

Three people are rostered on for each Sunday. Make sure you touch base with one another to work out who brings adult and children's morning tea.

One person needs to bring milk. Suggest 1 litre of full cream and 1 litre of light milk.

2. SUNDAY MORNING SET UP

Check that two tables are brought out from the storeroom and placed under the COLA, one for adults and one for young people.

Take garbage bin from storeroom, insert bin liner and place near front of canteen.

Insert a white liner in the canteen bin if there is not one already there.

Bring the urn from the storeroom, fill (from Zipp heater) and place at canteen window.

Turn to low when water has boiled.

Set out coffee, tea bags, cups, sugar, teaspoons and serviettes.

Check that sugar dispensers are filled to the top, otherwise the sugar will not pour out.

The rostered Coffee Helper will take care of the coffee machine

Make up two jugs of cordial (one is enough during school holidays) and fill two jugs with water.

Place these in the fridge until morning tea time.

Leave food covered until morning tea.

3. RESPONSIBILITIES DURING MORNING TEA

Leave the hall towards the end of the last song, put the milk out and take the plates of food to the tables.

Generally people will serve themselves, but be available to help and direct if necessary.

It can be helpful to walk around with plates of food if you see that people are a bit hesitant to help themselves.

Remove plates from tables as they become empty.

Introduce newcomers to regulars if this can be done easily.

4. PACK UP PROCEDURE

Clear plates from the tables.

Put any rubbish such as foam cups in the garbage bin.

Wash up everything that has been used. This includes the small glasses when we have Lord's Supper.

We have our own washing up equipment so we don't need to use anything from the canteen.

Return everything to its appropriate tubs. The cups go inside the cordial jugs.

One of the rostered people needs to take home tea towels to wash and return.

IMPORTANT: If any canteen plates, cutlery or utensils are used it is **vital** that these items be washed and returned to the correct places in the cupboard or drawer. Same applies to chopping boards and oven trays. We do this out of love, but also to ensure a good relationship with the school canteen manager.

All flat surfaces in the canteen must be wiped down with a Chux cloth, then with a tea towel so they not left with a "streaky" look.

Make sure tables are returned to the storeroom.

Remove rubbish in bags from bins and return black bin to storeroom.

Put a new white liner in the canteen bin.

If any items such as tea bags or serviettes need stocking up, this should be done now so that everything is in order for the next week. There should be reserve stock in the tub labelled 'supplies to restock morning tea tub' in the storeroom.

All tubs are to be returned to the storeroom.

We must ensure that the canteen is left in a clean and tidy state so that we maintain a good relationship with the school.

The shutters in the canteen must be **closed and locked** and air conditioner and lights **turned off**.

Pam Collins has taken on the responsibility for ensuring that our stocks are kept up to date and generally seeing that our morning tea and Pot Luck Lunch procedures work smoothly. **If you see that anything appears to be running low or needs attention, please let her know.**

A laminated copy of these procedures will be kept in the Morning Tea tubs for your referral.