

COFFEE ROTA DUTIES

Please check the rota and remember when it is your turn and arrive by 9.45 am. Swap with someone else on the rota if the date is not convenient and alter the rota on the green noticeboard accordingly. Please be aware that this is your responsibility and not the church office's.

Before the service

- Fill the urn and switch on.
- Cups, saucers, sugar bowls and jugs are in cupboard next to cooker.
- Sugar, tea, instant coffee, filter coffee and cafetieres are in the cupboard in the church office along with the orange squash and biscuits
- Milk is in the fridge in the kitchen
- There is an extractor fan switch just above the cooker
- Instructions for the dishwasher are inside the cupboard above the sink.
- Put out container for money for donations and the donations notice which is in Parish Office.
- DON'T FORGET to turn down the urn once it has started to boil – you may have to do this after the service has started.

After the service

- Serve beverages as necessary: use three rounded dessertspoons of filter coffee per cafetiere
- Rinse all crockery and clean off any visible stains (eg lipstick, tea or coffee marks) before putting in the dishwasher
- Clear all crockery etc and return to cupboards – the cafetieres are dishwasher safe!
- Switch off urn
- Take money to the Parish Office. There is a plastic box in the safe.
- Before leaving kitchen, ensure that urn, extractor fan and lights are switched off, and that the dishwasher is clean, switched off and drained.

THANK YOU FOR YOUR INVALUABLE HELP