

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.

Please note that instructions for the dishwasher are above the sink.

Before the service

- Fill the urn and switch on.
- Cups and saucers are in the cupboard next to cooker.
- Teaspoons can be found in the top drawer under the cupboard near where the mugs are kept, to the right of the fridge.
- The teapot is also in this cupboard. Unless it is particularly busy the small teapot is usually sufficient.
- Sugar, sugar bowls, tea, instant coffee, filter coffee, cafetieres and milk jugs are in the blue plastic box in the cupboard in the church office along with the orange squash, squash jugs and biscuits.
- Milk is in the fridge in the kitchen.
- For filter coffee used 3 heaped scoops per cafetiere.
- For tea use 3 teabags for the smaller teapot or 4 teabags for the larger tea pot.
- Put out container for money for donations and the donations notice which is in the blue box.

After the service

- During the final song come and fill the teapot to give it time to brew, and the cafetieres to allow time for them to infuse.
- Serve beverages as necessary.
- Rinse all crockery and clean off any visible stains (eg lipstick, tea or coffee marks) before putting in the dishwasher. The cafetieres are dishwasher safe!
- Clear all crockery etc and return to cupboards.
- Switch off and empty the urn.
- Take money to the Parish Office. There is a plastic box in the safe.
- Before leaving kitchen, ensure that urn and lights are switched off, and that the dishwasher is clean, switched off and drained.

THANK YOU FOR YOUR INVALUABLE HELP