

Morning Tea @ Central

Thanks for offering to do morning tea on Sunday.

Supplies are stored in the small cupboard on the other side of the prayer room. In the cupboard you should find tea, coffee, milo and sugar. There are also trays and sugar bowls. *If there are any packs of biscuits in the cupboard, please put them out too. Thanks.*

In the kitchen downstairs you'll find mugs, teaspoons, milk jugs, trays.

Before the service please set two trays:

1. Tea, sugar, milo and teaspoons.
2. Coffee, sugar and teaspoons.
3. Fill milk jugs and leave in fridge downstairs.
4. Turn on dishwasher (see instructions on kitchen wall).
5. Please check that the urns have been switched on to heat. They will be plugged in down in the main kitchen – normally the key person does this.

Straight after the service

1. Bring the two tables (these should be on the side of the stage) onto the centre stage with one tray on each.
2. Collect the urns from the kitchen.
3. Collect the milk from the fridge.

After Morning Tea

1. Please clear up the trays and supplies back into the cupboard.
2. Wipe down the tables and put back.
3. Wash teaspoons and mugs and put in sterilizer. (If you don't have time to run the sterilizer, please rinse mugs if possible).
4. If you have used the sterilizer please turn it off.
5. If supplies of anything are getting low, please let the office know so we can order more.

Thanks again for your help to keep this running smoothly.