

Pre-Service Coffee

Thank you for offering to do pre-service coffee/tea on Sunday.

Things needed:

- Milk – Please get 2 liters of milk – the one with the light blue top is fine. (We are happy to reimburse if you like. Please keep receipt with a note and leave in Roselyn's tray in the main office).
- Black table (in foyer)
- Mugs (kept in small drawers below side bench in kitchen)
- Coffee Plungers (kept on shelf above sink in kitchen)
- Milk jugs (kept on shelf above sink in kitchen)
- Teapot (kept in corner cupboard next to mugs in kitchen)
- Teaspoons (kept in drawers below middle bench in kitchen)
- Serving trays (in cupboard below gas stove)
- Sugar)
- Coffee) kept in the big white cupboard next to fridge in kitchen
- Tea bags)

- Usually takes about 10 minutes to set up so please arrive around 9.30am.
- Please set the table up in the foyer outside the main office and start serving about 9.45am.
- Make coffee and tea – keep plenty on hand. Usually 5 to 6 heaped scoops of coffee for the big pot, and 4 for the smaller pot. Usually 4-6 pots are needed on average.
- Clear away at 10.00am. Wipe down table.
- Rinse and wash cups in sterilizer.
- After the service please do a quick search of the auditorium for cups and bring downstairs to wash.

Thank you!