



WAGGAWAGGA
EVANGELICAL CHURCH

SERVING GUIDE:

MORNING TEA 11AM

SET UP

- **Arrive at 10.30 am**
- Doing the hot drinks at the 11am service is pretty easy at the beginning because everything is set up from the 9am service
- Check that the milk jug is full. Top up with milk from cooler bag or UHT from storeroom
- The basket in the top of the coffee percolator should have been removed after the 9am service but in the event it hasn't, please remove it so that the coffee doesn't get bitter.
- Check items for serving (single serve biscuits, disposable cups, canisters containing tea, sugar, coffee sachets, decaf coffee sachets, herbal tea and wooden stirrers) are in place and well stocked.
- Plenty of tea towels can be found in the black tubs in the storeroom.

SERVING MORNING TEA

- Tea and coffee is served prior to the service and during the break.
- You will probably serve from 10:45 -11:30ish.
- Please wear a mask and gloves when serving - these are provided. When two people are serving, aim to maintain social distancing (unless you are from the same household).
- Greet people with a warm smile.
- There are gluten free breakfast biscuits also available.
- Where needed, in a friendly manner, ask those waiting to maintain social distancing.

AT COMPLETION OF SERVING

- After the service please empty the urns. ***Please use extreme caution when emptying urns.*** Please rinse the coffee urn with fresh water, and make sure both urns are dry before placing in the storeroom (if left wet, the urns start to smell within a week).
- **Sweet biscuit boxes MUST be stored in a blue tub to protect from mice.** Also put away tea, sugar, etc in a blue tub.
- Please take home leftover fresh milk after the service and clean metal jug.
- A cleaning box will be available under the table to your left as you enter church; it will most likely be in the kitchen from the first service by the time you need it. It has instructions on the lid for how to clean down the kitchen.
- Take home the used tea towels, wash and return the following week please.
- No 'Covid' cleaning is required after the 11am service as the school will do this.

Shaun and Trudy will be at the 11am service most weeks so if you have any questions feel free to find us and ask. Otherwise, feel free to call Trudy on 0466605457.