

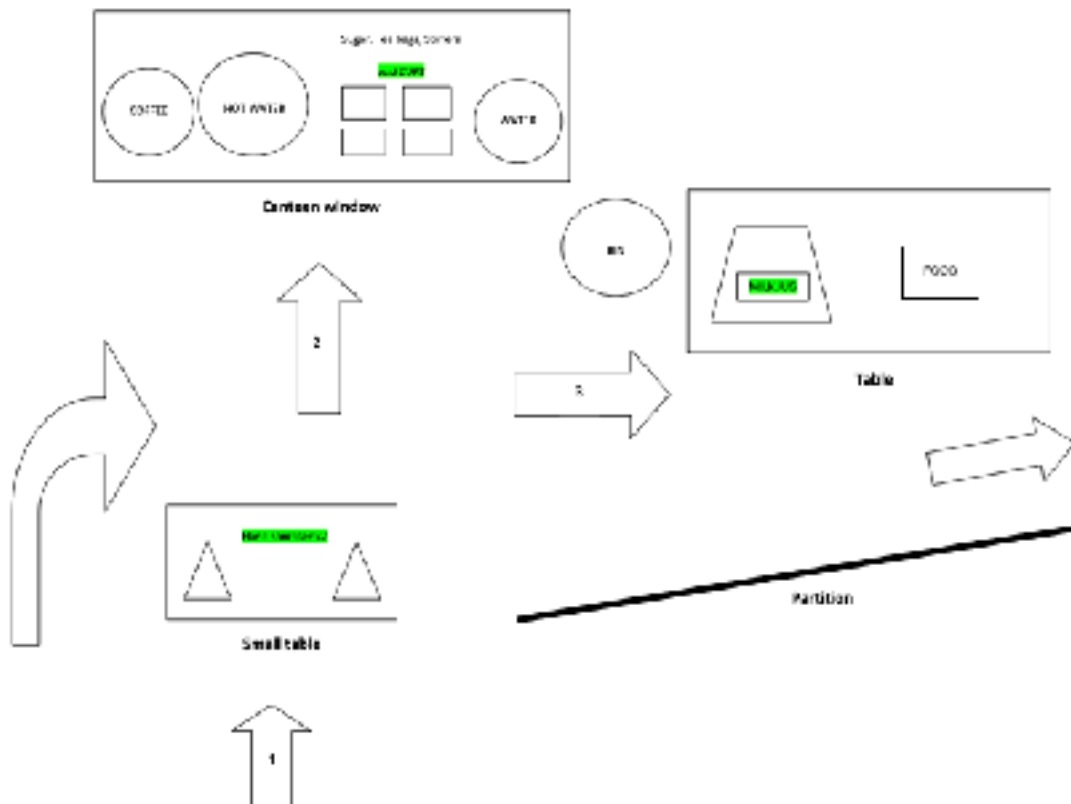


SERVING GUIDE:

MORNING TEA 9AM

SET UP

- **Arrive at 8am - you will need to get the urns on ASAP to be hot for service at 8:45.**
- **HOT WATER URN:** fill hot water urn with one bucket of water (9L) and turn dial to 90 degrees. *NB there is a white bucket in the store room with numbers on the inside.*
(Note: 9L comes to the '60 cups mark')
- **COFFEE URN:** fill the coffee urn with one bucket of water (9L). This is up to the '60 cups mark'. This amount of water requires **4 cups** of ground coffee - place the 4 cups of ground coffee in the basket and put in the top of the urn and turn on.
(Note: 5 cups of ground coffee for 80 cups).
- Please remove the basket in the top of the coffee percolator at 9:30 so that the coffee doesn't get bitter. Please use appropriate protection when removing and transferring the coffee basket from the urn to sink (e.g. a folded tea towel & bucket).
- 3L of fresh full cream milk will be in the cooler bag to use (UHT in store room if needed also).
- Put the milk, single serve biscuits, disposable cups, canisters containing tea, sugar, coffee sachets, decaf coffee sachets, herbal tea and wooden stirrers as detailed in the diagram.



- There are also gluten free breakfast biscuits available.
- Place a bin near the serving window and ensure it has a bin liner.
- 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 after the kids talk.
- You will probably serve from 8:45-9:30ish.
- 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.
- Where needed, in a friendly manner, ask those waiting to maintain social distancing.

AT COMPLETION OF SERVING

- A cleaning box will be available under the table to your left as you enter church. It will have the gloves and masks inside and wipes to clean down any services touched, ready for the 11am service.
- **Leave both urns on between services**

If you have any questions on the day, please feel free to call Trudy on 0466605457.