

## Role Description – Morning Tea

Morning tea is an important part of our church service, providing a relaxed atmosphere for congregation members and newcomers to fellowship together and build relationships. Jesus often shared meals and food with others as He spoke with them and the early church followed this example as they also met often to share and eat together.

### Some practical steps.

- Arrive early to allow plenty of time for set up and preparation.
- Determine prior to the service if it will be a special event service where you may need to prepare additional cups, hot water etc for possible extra people attending (for example, baptism, dedication etc). Please do not feel obligated to supply extra food for a special service.
- If you open the last coffee tin or sugar packet or the tea bags are getting low, please advise the Administrator.
- Please bring along 4L of milk
- Please provide a light morning tea. This does not need to be home made. A few of packets of biscuits is great. If you enjoy baking and you would like to bake for morning tea, please also feel free to do so, just maintain good food hygiene preparation standards. If you would like to use the biscuits from the church supplies, please let the church office know in the week leading up to your roster.
- Assume you are the first person to use the kitchen, wash, clean and sanitise benches and food prep service areas prior to commencing preparations.
- Wash and sanitise hands prior to any food or drink preparation, use food preparation gloves where appropriate.
- Consider providing a separate child accessible table in the courtyard (we want to ensure children and families with children feel valued during our fellowship times).
- Wash, clean and sanitise at the completion of the food service time

### Items you will need & where they are kept:

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|--|---|
| • Urns                                 | Under central bench in the kitchen                                |
| • Power extension leads for Urns       | Shelf of Tea/Coffee bench in the hall                             |
| • Round Tables                         | Storage room in hall  |
| • Rectangle Tables                     | Rear Storage Cupboard in Auditorium                               |
| • Round Bar Tables                     | If not in the hall, check the Rear Storage Cupboard in Auditorium |
| • Chairs                               | Behind partition boards in hall                                   |
| • Chair Trolley                        | Storage room in hall  |
| • Tablecloths                          | Cupboards below courtyard window                                  |
| • Plastic Tablecloth for Kids table    | ??  |
| • Trays of Cups                        | Cupboards at serving window                                       |
| • Spare Trays for cups                 | Bottom shelf of Trolleys in Kitchen                               |
| • Coffee, tea bags, sugar              | Plastic containers on shelf near courtyard window                 |
| • Coffee beans                         | Far right cupboard under kitchen window                           |
| • Coffee grinder                       | On bench under the tea/coffee shelf                               |
| • 'This is Coffee' & 'Hot-Water' signs | On bench under the tea/coffee shelf                               |
| • Jugs                                 | Far left cupboards near main sink                                 |
| • Tea bag tongs                        | Draws at serving window   |
| • Spoons                               | Draws at serving window   |
| • Bowls                                | Cupboards below tea/coffee shelf                                  |
| • Sharp knives                         | In Knife Block next to Microwaves                                 |
| • Serving plates                       | Cupboards to the right of coffee cups                             |
| • Tea towels                           | Far right cupboards under main sink                               |
| • Floor sweeper                        | Storage room in hall  |
| • Dust-pan                             | Behind kitchen door leading into the hall                         |
| • Washing detergent & cloths           | Under main sink   |
| • Bin bags                             | Under main sink   |
| • Extra coffee, sugar, teabags         | Far right cupboard under kitchen window                           |

As you will be aware, we are trialling a different set-up for morning tea at the moment with the Tea & Coffee servery being self-serve on a stainless-steel bench in the hall. We are trialling this set-up as there have been multiple hazards identified with the previous set-up with hot drinks being carried across the thoroughfare from the hall to the courtyard. This new trial set-up reduces the amount of hot drink traffic across this area. This is only a trial and we welcome any feedback that you have when carrying out your role. Please share your feedback via email to [admin@kingsleychurch.org](mailto:admin@kingsleychurch.org). The trial will run for 3 months.

**Refreshments will be after the service. Arrive at least 30 minutes before the service for set up and preparation.**

#### Tables & Chairs

- Set up round tables and bar tables and chairs in the hall. Please move the round table as far down the hall as possible to allow a lot of room to move for the Tea & Coffee Station.
- Place tablecloth on tressle table next to the Tea & Coffee Station.
- *Please note that the Kids Church Team may move tables around etc. but they will return them to where you placed them after their lesson is complete.*
- At the end of morning tea, please pack away tables, chairs and tablecloths.

#### Coffee Stations

- Set up 1 coffee stations on the Tea & Coffee bench in the Hall. White Urn, Coffee Urn, teabags & instant coffee.

#### Urns

- Fill one white urn with water. Once in place, bring to boil and then reduce dial to 1 or 2.
- Prepare one coffee urn as per instructions above washing sink.
- Transport full urns to the Tea & Coffee bench in the Hall using the kitchen trolleys.
- At the end of morning tea, use the kitchen trolleys to transport urns back to kitchen.
- At the end of morning tea, please switch the white urn off at the wall.
- At the end of morning tea, empty & rinse out the coffee urn as per instructions above washing sink.

#### Cups

- Retrieve cups and put at coffee station. Use first shelf of the Tea & Coffee bench in the Hall. You can use the kitchen trolleys to transport the trays of cups.
- At the end of morning tea, please wash and dry all used cups and return all trays of cups to the cupboard.

#### Things to be placed on the tressle table next to Tea & Coffee bench in Hall

- Jugs of milk. Smaller portions over more jugs to reduce excessive handling.
- 2 small bowls of sugar.
- 2 brown glass bowls with to collect used tea bags and spoons.
- 1 or 2 cups filled with teaspoons. Use a good supply of teaspoons so people do not have to reuse teaspoons.
- At the end of morning tea, please wash and dry all cups, bowls, spoons and jugs and return to cupboard/draw.

#### Food

- Place food on the two high bar tables set-up in the Hall.
- Place food on the kids table in the courtyard. (The water cooler & plastic cups from Kids Church can also be placed on this table).

#### Doors

- Make sure both doors to the courtyard are open & fastened with the door hooks.
- Where possible, encourage people not to congregate in the doorway.

#### Final clean up

- At the end of morning tea, please sweep the hall & kitchen floor.
- At the end of morning tea, please empty the kitchen bin & replace with new bin liner. If the bin is fairly empty, it can be left.
- At the end of morning tea, please wipe down kitchen benches.
- Please take home any dirty tea towels & tablecloths and wash and return the following week.

