

## 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 2L bottle of milk
- Please provide a light morning tea/supper. 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/supper, 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 (we want to ensure children and families with children too 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:

- |                                |   |
|--------------------------------|---|
| • Round Tables                 | Storage room in hall                              |
| • Rectangle Tables             | Rear Storage Cupboard in Auditorium               |
| • Chairs                       | Behind partition boards in hall                   |
| • Chair Trolley                | Storage room in hall                              |
| • Tablecloths                  | Cupboards below courtyard window                  |
| • Cups                         | Cupboards at serving window                       |
| • Coffee, tea bags, sugar      | Plastic containers on shelf near courtyard window |
| • 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                  |
| • Serving plates               | Cupboards to the right of coffee cups             |
| • Tea towels                   | Far right cupboards near main sink                |
| • Floor sweeper                | Storage room in hall                              |
| • Dust-pan and broom           | Courtyard behind hall door                        |
| • Washing detergent & cloths   | Under main sink                                   |
| • Extra coffee, sugar, teabags | Far right cupboard under kitchen window           |

**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.
- Place tablecloth on serving table.
- At the end of morning tea, please pack away tables, chairs and tablecloths.
- Please take home any dirty tea towels & tablecloths and wash and return the following week.

### Coffee Stations

- Set up 2 coffee stations, one at the servery and one in the patio. White Urn, Coffee Urn, teabags & instant coffee in the patio. White Urn, Coffee Urn, teabags & instant coffee in the hall servery.

### Urns

- Fill two white urns with water. Bring to boil and then reduce dial to 1 or 2.
- Prepare two coffee urns as per instructions above washing sink.
- At the end of morning tea, please switch the white urns off at the wall.
- At the end of morning tea, put remaining coffee into 1 coffee urn to be used in the PM service. Clean empty coffee urn as per instructions above washing sink.

### Cups, coffee & tea

- Retrieve cups and put at coffee stations.
- At the end of morning tea, please wash and dry all used cups and return to cupboard.

### Things to be placed at serving stations

- 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.
- At the end of morning tea, please sweep around serving tables and serverly areas.
- Food to be placed on bar tables and round tables. Use more plates with less food. This assists in social distancing measures but also in people moving around and socialising more.