

SERVING GUIDE: MORNING TEA 9AM

SET UP:

- Arrive at 8am - you will need to get the urns on as soon as possible so they are hot by 8:45am.
- Fill the hot water urn with 2 buckets of water and turn dial to 90 degrees. This urn sits at the first window.
- Fill coffee urn with 1.5 buckets of water (this will come up to the '80 cups' mark) and place 5 cups of ground coffee in the basket. Place paper towel underneath the nozzle of the coffee urn to catch drips. This urn sits at the second window.
- Wash the white milk dispenser with warm, soapy water and dry before use. There will be 6L of fresh full cream milk in the glass fridge each week (there is UHT milk in the fridge if needed also). There will also be 1L of UHT soy milk. Place paper towel underneath the nozzle of the milk dispenser to catch drips. This dispenser sits at the third window.
- Fill the blue water dispenser. This dispenser sits at the third window with the milk dispenser. Place clear plastic cups next to the dispenser.
- Erect a table outside the servery windows against the wall (you may need to move the school's wooden seat down in front of the double doors). Place disposable cups and canisters containing tea, sugar, coffee sachets, and wooden stirrers on the table.
- Place a bin near the outside table and ensure it has a bin liner. There should be another bin located in the hall and another in the kitchen (all require bin liners).
- Place signs up at servery windows ("for hot drinks only" above milk dispenser and "adults only at this window" at middle window).
- Place bollards/divider in front of servery windows (if available).
- Clean outer window sills with wet wipe.
- Tea towels can be found in the tubs in the storeroom.
- If providing food, please place on outside table after kids have left for kids church, or serve.
- Notify Trudy of any stock that needs re-ordering.

DURING BREAK IN 9AM SERVICE (when kids go out):

- Remove the basket in the top of the coffee percolator during the break in service so that the coffee doesn't become bitter. Turn off the urn before lifting the lid and please use appropriate protection when transferring the coffee basket to the sink (e.g. a folded tea towel and bucket). Remember to turn the urn back on after replacing the lid.

IN BETWEEN SERVICES:

- Replenish milk, water, tea/coffee supplies and cups.
- Remove coffee basket from percolator (if not already done).
- If providing food, please serve rather than place on table.

If you have any questions on the day, please feel free to call Trudy Riley (Morning Tea Team Leader) on 0466605457.