



Wagga  
Evangelical  
Church

## SERVING GUIDE: MORNING TEA 11AM

### IN BETWEEN SERVICES:

- Arrive at 10.30 am
- Replenish milk, water, tea/coffee supplies and cups.
- Check that the coffee basket has been removed from the percolator. If removing, turn off the urn before lifting the lid and use appropriate protection to transfer the coffee basket to the sink (e.g. a folded tea towel and bucket). Remember to turn the urn back on after removing the basket and replacing the lid.
- If providing food, please serve rather than place on a table.

### PACK UP:

- After the service, empty the urns. **Please use extreme caution when doing this and if you require help, please ask.** Rinse the coffee urn with fresh water, and make sure both urns are dry before placing them in the storeroom (if left wet, the urns start to smell within a week).
- Empty the water canister and ensure it is dry before storing. Do not store with the lid on.
- Dispense the remaining milk back into the carton it was supplied in and take home (or give to another family). Wash the milk dispenser with warm soapy water and dry thoroughly before storing. Do not store with the lid on.
- Collect signs, bollards (if used), tea/coffee supplies and table from outside. Tea, coffee and sugar **MUST** be stored in a tub to protect from mice.
- Close servery windows, wipe down window sill, lock each window, pull down roller door and lock with padlock.
- Collect all three bins and transfer all three bags to the large Otto bin outside. Replace bin liners in all three bins.
- Take home the used tea towels, wash and return the following week.
- Notify Trudy of any stock that needs re-ordering.

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