# Sunday Morning Tea/Kitchen Duties

# at Pathways at St Andrews Worship Centre

Thank you for carrying out this important ministry on Sunday mornings at St Andrews.

If you are unable to do your rostered duty, please swap with someone else and then advise Marie at church office.

Check with your partner as to whom who will bring one litre of milk.

**KITCHEN**

Set up at 9.35 am.

All cupboards and drawers are labelled and specific details for Dish-sterilizer are on wall.

Biscuits, (also Gluten free) sugar, tea, coffee are all in high cupboard on right of server area.

* Turn sterilizer on at wall. Lift lid of sterilizer and put plug in place. Shut lid.
* Turn left hand dial on sterilizer to FILL. This will take some time. When light has changed to green turn switch to 90 mins
* Set mugs out on server area.
* Fill two jugs with milk, and sugar in a bowl. Place teaspoons in a bowl
* Preheat both large teapots with boiling water.
* Prepare about three plates with biscuits and cover. Put on table. Have serviettes available if cakes etc. Place chairs in the room into groups

**SERVING MORNING TEA**

* Leave service at beginning of last hymn.
* Make tea. 8-10 teabags for full teapot. Replenish as required. Fill second teapot with boiling water for coffee.
* Serve beverages to people.
* Check with "Counting" people in blue room. Take order and deliver on tray.

**CLEANING UP**

* Wash all dishes etc in slightly soapy water and load crate on right of sterilizer. Lift lid of sterilizer, slide crate across to fit into sterilizer.
* Shut lid, pulling bar down. It will start its cycle, and when washing and rinsing cycles are complete machine will stop.
* Lift lid, remove crate to left of sterilizer, and leave dishes to air dry for a few minutes. Repeat with next crate of dishes. When all done Turn switch to off.
* Remove grill inside sterilizer and pull plug. Turn switch off at wall. Leave lid up to air. Some dishes may need drying before putting away.
* Clean sinks, wipe and dry all benches. Take tea towels home to wash.
* Empty rubbish bins — replace bags (under sink). Take rubbish bag home or place in St Andrews rubbish bin behind church.
* Turn off all appliances except hot water urns.
* Leave lounge and kitchen tidy. Broom and dustpan in cleaner's cupboard by toilets

**OTHER NOTES:**

* Check fridge for old milk and food and dispose of it.
	+ - * Advise office if any food or cleaning supplies are required.

Roster Sunday Morning Tea Duties 2023