

Temp. Tea and Coffee: Responsibilities of Rostered Servers

Overall Goals: To provide tea, coffee and biscuits after the worship service to help build community, while following the COVID-Safe guidelines endorsed by the government, the Synod, and Church Council.

Principles:

- Beverages and food must be consumed while seated at the tables that have been set up to encourage as much physical distancing as possible.
- No shared implements or self-serve options are allowed – items should be touched only by the server and the person consuming.

Kitchen process:

- Rostered servers will arrange for one of them to bring milk/biscuits if needed, and take reimbursement from contributions, if desired. Please wipe down the milk carton with a cloth dipped in detergent and water or an alcohol-based wipe before placing it in the fridge or using it.
- Sanitise hands before starting preparations and before serving; if desired wear disposable gloves.
- A square-dance group uses the kitchen on Friday evenings. Therefore please sanitise the tables in the hall, as well as following the Kitchen Use Rules displayed.
- Switch on the wall-mounted boiling water dispenser at the power point at least 30 mins before serving time. A red light will come on; when the water is ready, the light will be green.
- The two-pot coffee maker (in the left hand slide up cupboard) is recommended for use at this stage. Instructions are on the side of the fridge. Coffee is in a plastic rectangular container in the RH slide up cupboard. Coffee supplies are in the bottom LH drawer of the same cupboard.
- A pot of tea is suggested – the large teapot is in a sliding cupboard adjacent to the dishwasher. Teabags are in the RH slide up cupboard.
- Packets of sugar and sweeteners are in the LH slide up cupboard. Teaspoons should only be used by one person before being set aside for washing.
- Mugs can be taken from the storage drawers.
- After people leave, mugs will be collected and placed in the dishwasher, and a cycle started – no need to wait and put contents away. (There may be things in the dishwasher already, from use during the week.)
- Money – give to Carole or leave in a plastic bag in the top drawer under the RH slide-up cupboard.

Serving process:

- Tables and chairs will be set up and put away after the session ends by separately rostered people.
- People will approach the servery one at a time, distancing if required, and give their order, including details of sugar/sweeteners, if milk or water is to be added, and if a biscuit is desired.
- Servers will pour the drink, add the required extras and push the mug forward for pick-up. If a biscuit is requested, it will be picked up with tongs from the open packet, placed on a paper serviette and similarly pushed forward. A bowl will be provided on the bench for donations.
- Drinks and food will be taken to a table and consumed while seated.
- Mugs and serviettes will be left on the tables after use for later collection by the servers.

Many thanks! Please be in touch with comments, suggestions for improvement or questions!