



# Coffee Roster

## July 2018 to January 2019

Thanks for helping! A reminder will be sent to you the week before you are rostered on. The instructions are below this Roster.

If you can't serve, please try to swap duties and contact the office with any changes.

Date	Coffee
22-Jul-18	Tricia C
29-Jul-18	Susan R
5-Aug-18	Odette B
12-Aug-18	Kerri A
19-Aug-18	Stephen & Kathryn M
26-Aug-18	Wendy D
2-Sep-18	Kerri A
9-Sep-18	Martley M
16-Sep-18	Susan R
23-Sep-18	Stephen & Kathryn M
30-Sep-18	Kerri A
7-Oct-18	Odette B
14-Oct-18	Wendy D
21-Oct-18	Tricia C
28-Oct-18	Church Camp
4-Nov-18	Wendy D
11-Nov-18	Stephen & Kathryn M
18-Nov-18	Odette B
25-Nov-18	Tricia C
2-Dec-18	Kerri A
9-Dec-18	Wendy D
16-Dec-18	Susan R
23-Dec-18	Martley M
30-Dec-18	Tricia C
6-Jan-19	See Note Below
13-Jan-19	See Note Below
20-Jan-19	Stephen & Kathryn M
27-Jan-19	Odette B

**Please Note:** 30 Dec, 6 Jan, and 13 Jan are combined services – The person listed on duty for 30 Dec is for the WSCF Service which could be on any of these dates – to be confirmed later.

## WSCF SUNDAY MORNING TEA & COFFEE DUTY

### THINGS TO DO

1. We suggest you arrive by 9:30 am *or earlier*. **Bring a 2 litre bottle of milk.**
2. The key to opening the kitchen cupboard is hanging on a hook inside the WSCF Sound storage room. If it's not there, ask the sound person or duty deacon. Unlock the cupboard and return the keys to the hook. Lock cupboard at the end of tidying the kitchen as well.
3. The worship team would really appreciate having refreshments taken out to them. Set up the trolley with one coffee plunger, cups, tea bags, hot water, biscuits, etc. If you can manage that, straight away in the morning, great! Collect the trolley just prior to the service commencing.
4. Set out on the servery bench some disposable coffee cups, sugar, milk, tea, milo, instant coffee and wooden stirrers plus a few spoons.
5. Clip (with a bull clip) or tie the big rubbish bag to the trolley (this is where our rubbish should go and you need to take it home and dispose of it (i.e. put it with your own rubbish for collection).
6. There should be 1 table set up and ready, put a table cloth on it and plastic cups for the kids with a container of water. The food will go on this table at morning tea time.
7. **Coffee** is made in the large plunger jugs – 5 dessert spoons for a big plunger. Beware of holding jugs upside-down when washing them – the glass jug can slip out of the holder. If you know that a large group is expected today, you may need to refill several plungers. Also, large teapot for serving hot water for tea.
8. **Food** (no nuts please) Prepare 2 plates of biscuits - the biscuits are in the cupboard. Use plates from a crockery cupboard under the warmer. Sometimes Mars Bars or confectionery may have been donated. Cut the bars into bite size pieces. Make 1 packet of popcorn in microwave just before serve finishes (note: normally take only 2 mins to cook, less than what it states on the packet). Put out 1 packet of chippies as well.
9. **For Crèche:** Put the small plastic jug of water, a few disposable plastic cups, an empty plate and the sharp knife on the kitchen bench to be picked up by crèche volunteers. (They cut up fresh fruit each week for the children).
10. **Just as the service is finishing at 11.30 am**, make the coffee, fill large teapot with hot water and put on the servery. Put out other food items on the table, keep an eye on coffee and milk and refill if necessary.
11. **At 11.50 am – start clearing everything away.**
  - Put left-over biscuits in plastic container.
  - Wash dishes, and finish clearing up afterwards.
  - Discard coffee grounds in rubbish bag, not down the sink.
12. Please leave the kitchen clean and tidy as others use it.
13. **Rubbish must be taken away;** if you aren't able to dispose of it, please ask someone else to take it for you. Take any leftover milk home. Please take home the tea towels & dishcloth & tablecloths and wash for next week.
14. Return all supplies and washed utensils to the kitchen cupboard, and lock it. Let the Duty Deacon know before you leave.
15. *Please email the office if we're running out of any supplies or need any equipment. Thank you!*