## **Sunday Morning Coffee Team**

Please arrive at least 15 minutes before the service to set up. Wash your hands and clean surfaces with antibac spray before you start.

Instructions for the coffee machine can be found in the kitchen at the back of church.

Currently we are making 4 jugs. Some people prefer to make 2 before the service and set up the other 2 ready to go. If you want to leave it then put the first 2 on during the song after the sermon (or at the beginning of communion on the 1<sup>st</sup> Sunday).

Decaf instant coffee and a variety of teas are available.

Milk will be provided.

Put out a jug of squash and one of water with the plastic beakers on a try for children.

Put out a plate of biscuits after the service.

Supplies are kept in the end cupboard (usually blocked by the mop bucket). Please let the office know when we are running short.

Food hygiene training is recommended but not essential, although please do read the guidelines in the kitchen.

You do need to be aware of our responsibility to know about what allergens are present in the refreshments we serve, so please keep biscuit packaging for reference.

Diluted squash should be thrown away.

Wash up and tidy the kitchen at the end of the session.

Coffee grounds (including the filter paper) and tea bags go in the food waste caddy.

Empty the bin in warmer months as this helps to deter ants.

Plastic bottles, paper and card can be put in the red recycling bin. Please take any glass bottles and jars home to recycle.