

St Matthew's - Refreshments guidance

1. Arrive about 10am and turn on the drinking water heater and the washing up heater.
2. Get out the trays of cups from the under-counter cupboard, also plastic cups and a jug of cold water.
3. Collect the milk from church hall kitchen fridge.
4. When water is hot, make 4 pots of coffee (you need the hot water to pre-warm the thermos jugs).
5. During the final hymn, make a pot of tea (about 8 bags).
6. Serve the drinks.
7. Collect the dirty cups.
8. Wash them up and replace in the under-counter cupboard
9. Return any remaining milk to the church hall kitchen fridge and put wet tea towels in bag by church kitchen door.
10. Turn off both water heaters
11. Bolt church kitchen door.

Thank you!