

## What to do when you're on the rota for making Tea

1. Take 4 pints of milk with you
2. Check the start time of the match, usually around 2.30pm
3. Arrive around 2.30/45 depending on the weather – if its wet tea's might be needed earlier than expected.
4. Switches for the dishwasher and water heater are often on, if not refer to the printed sheet on the wall to the left of the dishwasher. The dishwasher takes 30 minutes to heat up.
5. Where to find the equipment/supplies:
  - Tea pots – on shelves at fridge end of kitchen along with Tea, Coffee and sugar
  - Cups – in cupboard under the hatch
  - Spoons – first drawer on left when entering the kitchen, sugar bowls in cupboard below
  - Mats for the teapots to stand on – first cupboard on right when entering kitchen
  - Milk jugs in cupboard next to water heater, trays below

There should be slips of paper on the counter (or you may need to collect them from the rinks) telling you how many drinks are required and what they are.

Put out the required number of trays, place all relevant items on each one not forgetting the biscuits etc., that Flora will provide. Weekend matches 1 plate biscuits and 1 plate chocolate cakes/bars. Weekday matches 1 plate biscuits.

Warm up number of tea pots required.

The end before the bell rings for half time, start making the coffees, filling tea pots etc., and put out on the tables.

When everyone has left to continue playing collect all the trays and return any unused items to original places.

Place cups on the trays to the left of the dishwasher and follow the instructions from the laminated sheet on the wall

Wash, wipe up and put away spoons, check cups are clean when the dishwasher finishes, wipe down the tables and the surfaces.

Take the tea towels home for a wash and return when next in!