

COFFEE ROTA

Please try to arrive no later than 7.15pm (earlier if possible).

It is not necessary to bring anything, however some members do bring the odd packet of biscuits.

From drawers and cupboards under worktop get out cups (normally 18 on either side), teaspoons, 2 large plates for biscuits, 2 jugs for milk, 3 bowls (2 for sugar and 1 for money).

Visiting Speakers or Judges will need a cup and saucer and biscuit plate.

Put a spoonful of coffee in cups on right hand side.

Put 6 tea bags in teapot (add 2 more when necessary).

Put out container for money with 50p notice alongside.

Place biscuits out on plates - pour milk in jugs - put sugar in bowls .

If there is a visiting Speaker or Judge, check if they would like a glass of water and whether they would like tea or coffee at break time.

At break time - turn off and unplug the boiler.

When everyone has had their drinks - wipe counter and wash dirty dishes. Put everything away where you found it and leave the kitchen neat and tidy. Someone will take home any left over milk or biscuits.

At close of evening - check hall for forgotten cups. Wash dirty cups and put away.

Thank you !