

Half-Time Hot Drinks - Serving



1 Person to Make Tea

- Make **loads of tea**. We get through at **least three/four pots**.
- We make **one pot (at least) of Fair-Trade** tea (Weaker) and one pot (at least of **Yorkshire Tea** (stronger). People can choose what they prefer.
- Put **8/9 tea bags** in **big teapots** and **5/6 in smaller ones**
- Fill them with **boiled water** from the **Hot Water Tap** to left side of counter.

1 Person to Serve Tea

- Pour **1/2 jugs of milk** and **put on coffee table**. Milk is in the fridge in the centre island.
- Pour out **lots of cups of tea** as most people drink tea.
- Some people will ask for **weak tea**, use Fairtrade, and if people prefer **stronger** tea serve Yorkshire

1 Person to Serve Coffee and Hot Water for Herbal Drinks

- About **5/10 minutes before the break**, come out early to **switch on the coffee machine**, by pressing the **buttons on the machine, near the bottom**.
- **Re-boil electric kettle** near coffee pot.

- **Get hot water for herbal drinks on request (use tap to left of counter or re-boil kettle).**
- **Herbal drinks** should have been put out on **right hand side of the counter.**
- Pour **coffee on request.**

Everyone

- Once everyone is served, **teas/sugar/coffee/herbal teas etc. go into Vox Holloway plastic box** (please don't forget to replace these). **Opened biscuits** go into smaller plastic box.
- Put away any **clean cups and glasses** so there is no confusion over clean V dirty.
- **Wash teapots** and drain.

These ideas are just suggestions and do not rule out team work. Feel free to organise yourselves as you see fit.

Those **servicing tea should leave 10 minutes before break** to avoid rushing around or service not being quite ready. **MANY THANKS for your help**



