Tea person needs to arrive at club a little earlier than normal, to set everything out, and to bring in a 2 pint bottle of semi skimmed milk.

If we seem to be running low on any items (sugar/coffee/teabags/biscuits/dishwasher tablets) please inform the next person on the Roster and they can bring in the necessary items, with a receipt to be reimbursed by Bill.

Jeremy has been very ably doing the teas/coffee for quite some time, and is extremely willing to help, but for safety reasons (& vulnerable persons act) he must not be alone in the kitchen area, For this reason, we have a routine whereby whoever is on tea duty fills the black pump jug dispenser jug with boiling water and Jeremy can then safely carry this.

Two teapots are also filled with boiling water. One used to top up the tea if necessary, the other has 5 Tea Bags – Note –if you leave 5 teabags on a saucer etc Jeremy can put these in the pot (saves us from getting a v.v. strong tea!

Jeremy can then happily, and safely, pump water on to the coffee he has put into the cups, whilst the tea person is handling teapots and boiling water.

All items needed, will be found in the kitchen cupboards and at the end of the evening the dishwasher will have already been loaded (members bringing their cups to the kitchen) and can be started and left to run. Jeremy loads and starts the dishwasher.

The tea/coffee/sugar/biscuits are always to be found in the storeroom/old darkroom, along with Dishwasher Tabs. We do have a jar of de-caffeinated coffee and needs to be put out on the table as Jeremy does tend to forget this.

Usually Tea persons get a nod from the front to say it’s ok to start the tea making. Again, for the reasons stated above, please keep an eye on Jeremy around this time because he does start to fill teapots etc. without assistance if not watched. He is extremely helpful, but we do need to keep him safe as well.

The tables need wiping down as sometimes things get spilt. Tea and coffee pots to be rinsed & dried.

All food items to be put back into the storeroom/darkroom at the end of the evening.

Lastly, if you haven't done this previously - please don't worry - plenty of us around to ask & assist.

Thank you for being part of the helpers – it is much appreciated by everyone.