

## **TRINITY METHODIST JOB ROLE COFFEE ROTA ON SUNDAYS**

**Reporting to:** Janet Wintle

### **Main Responsibilities**

**Organising and setting up The Link or at the rear of The Church, coffee/tea (water or juice is also available) for all those who wish to partake after the morning service.**

### **Duties.**

The service is at 10.30am and we ask that you arrive at about 10am. (please check whether this is a joint service with other Methodist Churches or just Trinity Methodist as it will make a difference to the numbers attending)

**Coffee/filters and recycled cups** are locked in the downstairs committee room cupboard – Janet will show how to access if you do not have sufficient supplies in church.

**Milk** - First person on the rota (prepared and agreed with Janet) should purchase fresh milk. The purchase cost can be taken from the donations on the day. Biscuits/cakes are sometimes donated by members – display accordingly. Place a small bowl on the front of the counter for money donations – there is no set amount required.

**Layout** the link with long tables and chairs. If coffee is requested at the rear of the church, please use the trolley to take through to the worship area. Do not carry large hot tea pots. Fill the flasks with water to make tea in the church.

**Hygiene:** Make sure your hands are clean. If you have a cold, wear a mask if available—let's be cautious and maintain good hygiene.

**Switch on the boiler.** Make tea/coffee; coffee preferably using the Coffee Machine (training will be given).

Clear away the tables/chairs (this is often with the support of those who have attended the coffee morning). Wash up any plates or cups and saucers used – Recycled cups are available to use – these just need to be rinsed out, and you are asked to take them home for your own recycling (or leave upturned on the sinks for someone to do this for you if you cannot to do this).

Leave the kitchen clean and tidy at all times. Make sure that the boiler and all lights are switched off – the radiators should be left on low.

Count any donated monies and enter into the book and cash tin in the top draw.

### **The Rota**

4-6 weekly and in teams of two.

### **Skills**

Exercise heightened caution when handling hot water from the boiler or when utilizing the flasks etc to ensure personal safety.

**Benefit:** You are representing the Church by being welcoming and courteous to everyone and you will get to know everyone on friendly terms.