



Clear Up

Dishwasher rear kitchen

- 1 or 2 people put all cups/glasses in trays for dishwasher.
- You can use either the dishwasher in the rear kitchen on L, or the one in main kitchen (see below for info how to use)
- NOTE the dishwasher in the back kitchen is new (this is very quick and saves a lot of time/work). There are clear instructions on a laminated card on top of the new dishwasher. The machine needs to be switched on at least half hour before using.
- When washed bring trays of glasses/mugs through to main kitchen where people can help dry the glasses and re-load.
- Wash up silver crisp bowls, water jugs, coffee jugs and put away (silver bowls in back kitchen cupboard on R)
- Wipe sink and adjacent counter down.

Dishwasher main kitchen

- If using dishwasher in main kitchen put all mugs in dishwasher - top and bottom. Water Glasses at top if room (second dishwasher in rear kitchen).
- Be careful when pulling the bottom basket in and out, it's a bit tricky.
- The dishwasher powder is under the main sink. Please put the dishwasher on before leaving.
- To do this, turn dishwasher off and on again to clear programmes. Push the 45 degree wash button, it should illuminate, close and listen to ensure its running.
- Rinse out coffee pots and empty coffee filters.

Dry Up – 1 or 2 people

- Tea towels are in **bottom drawer on L of cooker** or in marked drawer under sink.
- **Dry glasses.** The wine glasses go back into boxes which may be in the back kitchen off the main kitchen. Otherwise put on **shelf in cupboard** on left in rear kitchen
- Water glasses to be put away **under the serving counter**.
- Put away boxes of wine glasses in the cupboard in the back kitchen.

Everyone

- **Wipe out money bowls** and **put in back kitchen** in cupboard on right hand side. **Put corkscrew in cutlery draw.**
- Put **empty wine/beer bottles** in **recycling bin** in kitchen
- **Retrieve laminated donation signs and instructions** and put them in the **Vox Holloway plastic box**.
- **Put away tables**, look at the 'Set Up' notes for instructions on **where they live**.
- If there's **lots of rubbish**, **put it outside the church**, through **side entrance**, turn right and leave it outside the hall.
- **Put away the Vox Holloway plastic box** and any other VH stuff **in the small office to rear of church on right of altar**. Anything else goes on the **bottom shelf next to it**.
- **Give the donation money to Tim.**
- **Wipe over serving counter and middle island.**

These ideas are just suggestions and do not rule out team work. Feel free to organise yourselves as you see fit. Even though people on duty may have a specific task to focus on; please work together



as need be. **THANK YOU FOR YOUR HELP** ☺