

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



