

## **Tea Procedure for U3A Monthly Meetings at United Church, Jewry Street**

Here are some notes on providing the tea:

1. Three is a good number of helpers
2. Take with you tea (probably 20 - 30 tea bags); coffee; milk (3 - 4 pints), sugar, biscuits (2 -3 pkts) and tea towels. Tea is more popular than coffee.  
  
Please note – this is an estimate – if anything over, please take it home with you. On the day, the treasurer, Vernon Tottle will provide you with £10 to cover the cost.
3. Arrive at the hall shortly after 2.00pm (the kitchen will probably be in use prior to this)  
  
Talks start at 2:30pm. In the kitchen switch on the water heater and also the dishwasher.

Instructions for the dishwasher:-

Switch on at wall by turning to the right to 'on' (adjacent to fridges in sub-kitchen area).

Put grey tube (lying in dishwasher) into the filter (inside on right hand side of base).

Shut door firmly, switch on yellow 'on/off' button & leave to heat up.

4. Lay out mugs on trays, located in the lower cupboards.
5. Teapots and coffee pots are on a low shelf beneath the water heater & serving hatch.
6. Sit in the back row during the talk; it works well if you exit when the talk finishes and questions begin, as that gives time for you to make the tea/coffee and open the hatch by the time the speaker has been thanked. (Six tea bags are suggested for a pot of tea, with hot water ready by the side in case needed)
7. Put biscuits and sugar on a table in the hall next to the hatch so that members can help themselves.
8. Serve tea/coffee/hot water as requested. Make sure that the speaker gets a cup.
9. Load the dishwasher trays. The dishwasher has 2 cycles available: 2 minutes & 3 minutes. There is a switch on the right hand side showing II and III, select either.  
  
Then press yellow 'cycle' button. When the cycle is finished, the light should go off.

Empty, leave tray on counter, remove grey tube and clean. Ensure filter is clean. Put grey tube back on base, Leave door ajar. Switch off yellow 'on/off' button. Switch off at wall.

10. Clear away and wash pots etc.

11. Leave all tidy and take away any rubbish. Remember to take tea towels away with you.

12. Make sure water heater, dishwasher and lights are switched off.

**Note:** To open the hatch, from the kitchen side, pull the 2 bars at the base on the left and right sides into the middle and then lift. It will help if one person lifts from the Hall side.

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