

PROBUS CLUB OF HUNTERS HILL AND DISTRICT

Morning Tea Committee

PURPOSE:

To provide guidelines to the three (3) members who volunteer to take on this role.

ACTIONS:

The guidelines are as follows:

1. Purchase provisions, 2l milk and biscuits
2. Bring tea towels and take them home after use
3. At 8.30am set up the table, fill urn, 35 cups/mugs for coffee and 40 cups for tea
4. Put 1 teaspoon coffee in mugs
5. 12-16 tea bags per large teapot
6. Milk in jugs, and on table with 2 bowls of sugar and biscuits, plus stirrers
7. Extension cord to connect full urn to power and turn onto high, so that it is boiling in time for morning tea
8. When majority of members have been served, collect cups and mugs. Wash items that go back into storage, before the speaker is called
9. For dishwasher, all handles to point the same way
10. Close plastic containers and HHC staff will put them in storage for next month
11. Provide receipts for provisions to Treasurer for reimbursement.

Authors:

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Date of Management Committee confirmation of guidelines:

6 March 2018

Who to action:

Tea Committee