

Role Guide

Team: Catering (10:30am)



Role: Kitchen

The big picture

Refreshments after church are part of St Peter's ministry of hospitality. Having drinks ready promptly helps people stay rather than immediately leave and creates space for conversation, friendship and informal ministry. Catering Team - Briefing Sheet

Your role

The Kitchen role prepares and pours the main refreshments towards the end of the service, keeps the kitchen running while refreshments are being served, and leaves everything clean and ready afterwards.

Normally two people serve on this role.

Towards the end of the service

Go through to the kitchen towards the end of the service.

Start by making the tea:

- use the central hot-water tap on the coffee machine;
- make the normal pot of tea using eight tea bags;
- allow it time to brew so that it is ready to pour during the final hymn.

During the final hymn

Both people should now be in the kitchen.

Please:

- pour the coffee into the cups on the two coffee trays;
- pour the tea into the cups on the tea tray;
- make sure the coffee urn being used is switched on so that the coffee remains hot;
- open the middle section of the sliding doors so that the church-side counter is accessible;
- move the trays to the counter ready for the Servers to collect immediately after the service.

After the service

At least one person should remain in or around the kitchen while refreshments are being served.

Please:

- provide refills for the Servers as needed;
- serve anyone who comes to the hatch for an additional drink, milk, juice or similar;
- make sure children do not enter the kitchen while hot drinks and equipment are in use;
- keep an eye on spillages and clear them promptly.

Clearing up

When refreshments have finished:

- switch off the coffee machine;
- remove the filter paper and used coffee grounds and dispose of them;

- wash the filter cylinder with washing-up liquid;
- remove and rinse the coffee flask or flasks, taking care because they may still be hot;
- wipe the drip tray beneath the taps;
- wash and put away cups, trays and other equipment;
- wipe down work surfaces;
- check the bins and empty them if necessary;
- leave the kitchen clean, tidy and ready for its next users.

Take particular care with the kitchen floor. Do not use chemical cleaners; use the agreed soap-and-water cleaning method.

Food hygiene

Please:

- wash your hands when you enter the kitchen and whenever you return to it;
- tie back long hair;
- do not prepare or serve refreshments if you are unwell, particularly with sickness or diarrhoea;
- avoid touching the inside of cups;
- use clean equipment;
- keep milk refrigerated until needed;
- clean spillages promptly.

If something goes wrong

If supplies are low, equipment is not working, or something needs attention, please contact the church office on 07947 136048.

Last updated: September 2026