

Role Guide

Team: Catering (10:30am)



Role: Set-up

The big picture

The Catering Team helps St Peter's offer warm and practical hospitality. Refreshments encourage people to stay, talk and build relationships after the service, help newcomers feel welcome, and contribute to the fellowship of the church family.

Your role

The Set-up role makes sure everything is ready before the service so that refreshments can be served quickly and smoothly afterwards.

What to do

Please arrive at about 9:30am. The aim is to have everything ready before the 10:00am Team Meeting & Prayers.

First, turn on the dishwasher, as it takes a long time to heat up and needs to be ready for use after the service. Catering Team - Briefing Sheet

Then prepare the coffee:

- turn on the wall switch to the left of the coffee machine;
- turn on the switch on the front of the machine;
- press the button beneath the kettle symbol to start heating the water;
- remove the top of the coffee urn and put a filter into the filter holder;
- for a normal Sunday, make 10 litres of coffee using four small drug scoops of ground coffee;
- replace the filter unit and make sure the arm above it is correctly positioned;
- wait until the temperature display reaches 97°C;
- press the 10L button;
- make sure the switch on the side of the urn is turned on so that the coffee stays hot.

This follows the normal operating sequence for the machine: heat the water, fit the filter, add the coffee, wait for operating temperature and select the required quantity. Catering Team - Briefing Sheet

Then:

- prepare the tea-making equipment;
- set out two trays for coffee and one for tea;
- put out cups, with milk in most of them;
- set out two trays of biscuits;
- make sure sugar and other supplies are available;
- prepare a flask of coffee for the Church Hall;
- check that everything needed by the Kitchen team and Servers is ready;
- check supplies and report anything which is running low.

Please make sure the set-up is complete by 10:00am, so that you can join the Team Meeting & Prayers.

Leave the kitchen orderly and ready for the Kitchen team to take over towards the end of the service.

If something goes wrong

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

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