

Kitchen instructions

Why have a kitchen roster?

- It helps to create a community atmosphere in our church meetings.
- It is a simple way of showing hospitality to visitors.
- It is a way that members can serve the church.
- Organising the roster ensures that the tasks are shared around evenly and that everything is done in an efficient and presentable manner.

Before you arrive

- You will be on the roster for two weeks. The roster is staggered so that you can show the next person what to do.
- First week: You will need to take the tea towels home at the end of the night to be washed and brought the following week.
- Second week: Buy a 2L carton of full cream milk.

Unlocking

- **Arrive no later than 4.30pm.**
- Turn on lights in hallways, lights to downstairs and lights to female toilets.
- Turn on lights (and heaters and thermostat if cold).
- Turn on lights in kitchen room (and heaters and thermostat if cold).
- Unlock male toilets.

Setting up

- Get boxes from behind curtain on stage in main hall marked 'Crossroads Church Kitchen'.
- Set up 3 tables at the back of the main hall. Have the cordial and glasses at one end, the mugs at the other end and the urn, tea, coffee etc. in the middle. Refill any of the containers if needed.

C r o s s r o a d s C h u r c h

- Set out about 20 glasses and 30 mugs. Fill one plastic jug with cordial (approx 1 part cordial to 5 parts water) and another with water.
- Fill the urn and switch in high (turn to low once it has boiled).
- Dripolator - Fill dripolator: use a jug to fill the water tank in the back of the machine to the marked 10 cup level. Open the front of the machine, insert a filter paper and fill it half way with ground coffee. At about 5.00pm, plug it in and ensure the switch on the machine is “on”.

Just before Meeting

- Collect any used mugs, teaspoons etc and take them into kitchen.
- Turn **off** the urn to stop it boiling during the meeting.
- Ensure the water and cordial are filled.
- Keep the tables wiped and clean.

After Meeting

- Please don't be held up in having long conversations. Switch urn back on.
- Lay out food (feel free to offer food around). The white plastic platters can be used if required. Ensure that any containers, plates etc. are returned to people on the food bring roster before they leave.
- Collect used mugs, glasses and teaspoons etc, wash them up and then put them back on the tables at the coffee station.
- Check and refill any containers at coffee stations. Keep an eye on the urns and dripolator. Once the dripolator jug is empty, **turn the dripolator off**.

Packing up

- Pack away all items at the coffee station in the boxes **AS MARKED**.
- Wash and dry glasses, mugs etc and pack away in boxes **AS MARKED**. The Crossroads' jugs and teaspoons are engraved, the glasses are all the same 'Durablex' type and the mugs are all black, green blue or red. Please ensure they don't get mixed up with other glasses, mugs etc from the venue.
- Wash up dripolator jug, filter holder and filter. Take care when cleaning dripolator as it can be easily damaged.
- Put all storage boxes on the stage behind the curtain.
- Please email Front of House overseer if any supplies are low or if there is anything missing.

Linked to Downloads section of website Guidelines-Kitchen.pdf