

Tea Monitor Instructions

Guildford Vox Community Choir

Before choir:

Please buy 2 pints of semi-skimmed milk and bring to choir. Give Geoff the receipt and he will reimburse you. There will be 2 pints of long life milk in the supplies box in case it's not enough.

On arrival:

- 1) Put milk in fridge.
- 2) The Vox supplies are in two plastic crates located in bottom corner cupboard to right of the sink in the kitchen, on upper shelf. They should contain tea, coffee, sugar, spoons, plastic cups for water, paper cups for hot drinks an Airpot vacuum flask and two teapots. There will also be a large plastic water jug next to (or in) the crates.
- 3) Set up 2 small tables (from Hall or cupboard in Hall on LH side as you go in) outside kitchen door with room for you to get in and out easily, but blocking access to the kitchen for people who are not on tea duty.
- 4) Empty urn and rinse as per notice on the front of it, then use the large plastic jug to fill 2/3 full with cold water (RH tap). **NB: Make sure urn is standing close enough to electric socket to plug it in before you fill it - you won't be able to move it when it is filled with water.**
- 5) Plug urn in and switch on at socket, then turn heating knob up to 'high' and leave to heat up during first half of rehearsal, but check after about 25 minutes and turn down to number 4 to keep it hot. (It has a tendency to boil over if left for too long).
- 6) Put teapots and Airpot vacuum flask next to the urn and open the Airpot vacuum flask. Top lid opens by pressing the two black buttons on the side of the lid. Internal lid opens by lifting the tube that fits into the spout.
- 7) Set out tea, coffee, sugar, spoons, plastic and paper cups on the table.
- 8) Put cold water into the jug and place it on the table for people to help themselves.
- 9) Move the two bins from under the kitchen worktop to the side of the serving table, so people can dispose of their empty cups/used teabags, etc.

At tea break:

- 1) Put three teabags into each teapot and top up with boiling water. Put them onto the table with other supplies for tea monitor to pour.
- 2) Fill the Airpot to no higher than 4cms from the top with boiling water from the urn and seal the lid. The front part of the urn can be removed to enable you to fit the Airpot and other tall receptacles under the urn tap. Put the Airpot near the coffee and herbal teas for people to help themselves. Pushing the top of the lid operates the Airpot.
- 3) Put milk on table with other supplies.

Please note: For health and safety reasons only the tea monitors are to enter the kitchen to top-up the teapots etc. No one else must go into the kitchen whilst hot drinks are being served.

At end of tea break:

- 1) Switch off and un-plug the urn.

At end of rehearsal:

- 1) Empty, rinse, dry and return the water jug, teapots and Airpot to the crates along with other supplies and put crates back into cupboard.
- 2) Put recyclable cups in recycle bin and other rubbish in rubbish bin.
- 3) Wipe table, and work surfaces clean.
- 4) Return tables to the hall cupboard.
- 5) Tell Eileen if any supplies need to be replenished before the following week.
- 6) If you have any questions about the above or if you have booked to be a tea monitor and need to cancel, please contact Eileen by email at: eileen@little-blacknest.co.uk

Please note that I do not receive emails on my mobile phone so will not see them unless they arrive before 6.00.p.m. on the day of choir rehearsal.

THANK YOU