

## **Tearoom Job description 2024**

**Convenor: Terry Alves, assistants: Helen Weiner and Julia Stark**

### **Tea Room set up**

Thursday morning, May 2, 2024

Get 6 card tables from the church and put tablecloths and flowers on them.

Open the large table and put on the large tablecloth (there are 3, one for each day) and flowers.

Set milk, sugar, teapots, cups etc. ready for Thursday night.

Set up a long table with plastic cloth for serving trays, coffee urns, tea pot, sugar, milk and cream.

Attach a sign that says "tearoom closes at 3:30pm on Saturday".

Put out a container with sign for tearoom donations for the church. The donations are given to the church at the end of the show, money is not counted and is left in the Church office.

### **Supplies**

Tea and coffee, regular and decaf.

A large bag of milk, 4 half/half creamers, sugar, juice, saran wrap, 10 packages of 50 cocktail size napkins (buy at dollar store), coffee stirrers, paper cups and plastic glasses.

Fruit optional, jug of water.

Cookies, crackers and cheese of all sorts.

### **Kitchen set up**

Put paper cups and plastic glasses on the table, napkins and coffee stirrers.

Get out the thermos for coffee, cream, sugar, juice jugs etc.

Tea is made by the sink nearest the tearoom, coffee is plugged in at the other sink. There should be a 30-cup percolator to use.

### **Clean up at the end**

Clean up starts at 3:30pm on Saturday, stop serving tea or coffee. All helpers remove the tea table stuff to the kitchen and start cleaning up. At 4pm helpers retrieve their art, and return to finish the cleanup if necessary.

All food left that can spoil, like milk, juice etc. is given away at the end. Dirty tablecloths are washed at home and stored until next year.