

Lambeth Art Association

TEAROOM JOB DESCRIPTION

Preparations:

Lead to ensure the volunteer sign-up sheet is filled prior to the show.

Lead to contact **Tearoom volunteers** in advance to remind them of their shifts and to let them know what is expected of them.

Show Coordinator to supply a Daily Cash sheet.

Time: Thursday morning before the show

Tea Room set up:

-Get two card tables from underneath the stairs for the center of the room, put four chairs around each and put table cloths on them. Put flowers on each table. Keep receipts for reimbursement.

-We will also make use of existing furniture; make sure there are small tables close to every seat.

-Put a large table against the back wall. Cover it with a large tablecloth (there are three, one for each day). It will be used for food and the donation container.

-Set out a milk pitcher, sugar, teapots, cups etc. to be ready for Thursday night.

-Set up two tables (from the hallway) against the right wall and cover them with plastic cloths. These will be used for serving trays, coffee urns, the tea pot, sugar, milk and cream.

-Attach a sign to the door that says "Tearoom closes at 3:30pm on Saturday."

-Put out the donations container with a sign saying "proceeds will be donated to the church's foodbank".

Supplies

-Tea and coffee, regular and decaf; jug for water; juice.

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

-Fruit (optional), cookies and/or squares. (Crackers and cheese?)

-Keep receipts for reimbursement.

Procedure:

-**Volunteer** to put paper cups, plastic glasses, napkins and coffee stirrers on the table.

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

-The LAA owns two 30-cup percolators that are stored by the Tea Room Lead.

-The two percolators are plugged-in in the tearoom so they don't need to be transferred. When a fresh pot is made after 3 hours (we do one pot at a time), volunteers use the kitchen trolley to transport the percolator because it is hot. Lead brings her own coffee maker (regular kitchen size) had has that ready to temporarily replace the large percolator until the new pot is ready.

-Tea is made by the sink nearest the tearoom.

-Not much tea is consumed; use the teakettle and then make tea in one of the church's thermoses.

Donations:

-Set up a basket for donations; an open basket is good because the sight of donated money encourages more donations.

- Volunteer** to keep an eye on the donation basket. Large amounts of paper money and excess coin should not be left in the basket (a couple of \$5 bills are okay). Put paper money and excess coin out of sight in an envelope (or baggie). Keep the envelope in a dedicated spot in kitchen.
- Periodically, take excess money up to cash (one to two times per day). Cash is at the top of the stairs. Before doing this, count the money to be taken to cash and record on the **Daily Cash Sheet** (provided by **Show Coordinator**).
- At 4 on Saturday, count and record all remaining donations and take up to cash.
- Lead** to give the completed and tallied **Daily Cash Sheet** to **Show Coordinator** at end of day on Saturday who will then share it with the **Social Media Convenor** for posting. **Tearoom Lead** puts the donation results into their show report.
- Clean up at the end** starts at 3:30pm on Saturday; stop serving tea or coffee at this time.
- Volunteers remove the tea table items to the kitchen and start cleaning up. Give away any remaining food.
- At 4pm, volunteers retrieve their art and return to finish the cleanup if necessary.
- Lead washes dirty table cloths and stores them at her home until the following year.
- Show Coordinator** retrieves donations from cash and gives to church.