

Welhat U3A Coffee Rota – what to do

We're really grateful that you have volunteered for the rota. Don't forget to put the date in your diary as a reminder!

Please could the person whose name is at the top of the list bring 6pts of blue top milk. Make sure you bring the receipt to reclaim your costs from the treasurer.

Please arrive at either venue by 9.15am to ensure that the urn is full and on. Staff at both venues do this for us. Fill up two white kettles to keep the urns topped up.

The 'kit' is kept in cupboards at both venues and front of house staff will get these out for you.

Milk, sugar and spoons should be put on the table close to the serving hatch. Drinks are 20p each.

We stop serving at 10.30am to give time to tidy up and ensure that you get into the talk on time. Black bags with used cups/rubbish should be put in the outside bins at Breaks Manor and on the hard standing at Ludwick.

The money collected should be handed over to the treasurer, who is usually at a table close to the reception team. Place your milk receipt in the money box and take out what is owed to you.

If, for any reason, you cannot make your allocated date, please exchange with someone else, if you can. In case of emergency, please contact Chris Savage on 01707 274585. Please also let Chris know if we are running low on stock-tea, coffee, sugar, cups.

Many thanks for all your help!