

Wel/Hat Coffee Rota - What to Do

We are really grateful that you have volunteered for the rota for serving coffee at the Wednesday meetings. Please do not forget to put the date in your diary

Please could the person who is first on that date bring 6pints of blue top milk making sure you bring the receipt to claim your costs from the treasurer.

You need to arrive at both venues by 9.15am and stop serving by 10.25 for time to clear up and ensure you get to the talk on time.

Welwyn /Ludwick

Here the “kit” is in a spotted bag along with a box containing two black kettles . The Front of House members usually open the cupboard on the stage and the “kit” should be collected from there. Use the long spoons for serving from the jars of coffee.

I suggest you boil the kettles, fill up and switch on the small urn with the hot water keeping this topped up as required.

The tray with milk ,sugar,just a few spoons and a container for used tea bags should be put out on the table opposite the hatch.

Breaks Manor – Hatfield

Here the girls kindly fill and switch on the urn. Just ensure it is boiling then switch it down to low. At the end switch it off, unplug it then leave it do not try to empty it.

Once the Front of House members open the large cupboard in the room at the side of the kitchen you will see keys numbered 1-3 on the inside of the door, these open the small lockers opposite the large cupboard where you will find all that is needed.

Drinks are free to U3A members but they have to bring their own cups.

We now do not use disposable cups so I suggest if anybody has come without a cup tell them to come into the kitchen at both venues and get a cup from the kitchen cupboard **BUT** it is their responsibility to wash it up and return it after they use it **NOT YOURS!**

If for any reason you cannot make your allocated date please exchange with somebody else if you can .However in case of emergency please ring Chris Savage on 01707274585.

Please also let Chris know if we are running low on stock - tea,coffee,sugar, longlife milk, kitchen roll.

Many thanks for all your help!