



WEDNESDAY AFTERNOON TEA INSTRUCTIONS

1. Volunteers arrive at **12:00 noon**
2. Put gloves on. They are on the window sill.
3. Turn on the dishwasher.
4. Take the sandwich fillings out of the fridge. Bread will be on the bench
5. The number required is on the roster sheet by your name. The sheet is on the wall. Add some extras for visitors and yourselves.
1. We will be making 2 varieties:
 - ◆ Half of them **ham and tomato**, and half of them **cheese and gerkin**.
 - ◆ Cut the sandwiches in half.
7. Add a gluten free sandwich for **David Mealor** if he is playing at Tranmere. **Gluten free bread** is in the freezer. A gluten free sandwich is nicer when it's toasted. We have a sandwich toaster by the kettle.
8. Take out required number of paper bags, use the larger paper bags.
7. Put the sandwiches into bags and put the bags into the labelled containers. Place the containers on the trolley by the kitchen door.
8. Put out the milk jugs.
9. Ring the bell at **1:45pm**.
10. After the break wash dishes, mugs and spoons.
11. Tidy coffee and tea stations and turn urns off.
12. Give the money purses to the bar volunteer.
13. Empty dishwasher as per instructions on the front.
14. Empty rubbish bin and put in blue sulo by the back door.
15. Sweep the floor.
16. Get a free drink from the bar.

THANK YOU FOR YOUR ASSISTANCE