

u3a Teas Littleton - from January 2025

Here are some notes on providing the tea:

1. Three is a good number of helpers
2. You only need to take with you milk (4 pints), biscuits and tea towels. On the day, the treasurer Vernon Tottle will provide the tea, coffee and sugar and will give you £5 to cover the cost of the milk and biscuits. **(Please note this has changed from previously and on occasions you may be asked to top up the tea and coffee, in which case you will be informed beforehand)**
3. **Arrive at the hall at 1.30pm (All talks now start at the earlier time of 2.00pm).**
4. In the kitchen there are clear instructions on the walls for the water heater (which needs to be switched on) and for the dishwasher (which also needs switching on).
5. Lay out cups or mugs on trays from the cupboards.
6. Tea is generally served from one hatch and coffee from the other.
7. Find the teapots and coffee pots (in a low cupboard to the left of the dishwasher)
8. Sit in the back row during the talk; it works well if you exit when the talk finishes and questions begin, as that gives time for you to make the tea/coffee and open the hatches (from the kitchen side) by the time the speaker has been thanked. (Six tea bags are suggested for a pot of tea, with hot water ready by the side in case needed)
9. Put biscuits and sugar on a table in the hall next to the hatch so that members can help themselves.
10. Serve tea/coffee/hot water as requested. Make sure that the speaker gets a cup.
11. Load the dishwasher trays. The dishwasher takes only a few minutes.
12. Clear away and wash pots etc.
13. Leave all tidy and take away any rubbish. Remember to take tea towels away with you.
14. Make sure everything is switched off, including the lights.
15. **Please inform Vernon (Treasurer) if supplies of tea, coffee or sugar are running low.**

Please note - It is possible that on the odd occasion there may be a small group using another room in the building who may also have access to the kitchen.