

# West Baptist Cleaning and Morning Tea Duties

**Cleaning:** should be done prior to the Sunday you are listed for morning tea duties.

Church cleaning key is kept in file tray on table in office.

Clean kitchen area and wipe down bench tops.

Clean glass on foyer doors.

Clean toilets & hand basins; restock with toilet paper and restock paper towel dispensers

Renew tea towels, dishcloths and wash dirty ones.

Mop toilet and kitchen floors. **NB** for hygiene purposes there are separate mops for kitchen and toilets (labeled); likewise **blue** cloths for toilets and **yellow** for kitchen.

Dust ledges, windowsills, lectern and communion table.

Vacuum upstairs and check downstairs is tidy.

If necessary, set up chairs for morning service. (Check chairs are clean)

Check grounds for litter and place any litter in wheelie bin.

## **Sunday Morning Tea:**

You will need to bring a couple of packets of biscuits, a gluten & dairy-free option and milk.

Arrive 9.30-9.45am. Fill hot water tap to about a third and turn on.

Check that a glass of water is out for the speaker.

Set out cups, milk, sugar, spoons etc; make up cordial & plate of biscuits for children.

Prepare the coffee pots and turn on just before the morning service has finished. (They take about 10 mins to fill). Coffee is stored in the fridge. Use x10 heaped teaspoons of coffee per full pot. Usually x2 coffee pots are sufficient for the average attendance.

Make a big pot of tea (x8 teabags and about 2/3 filled with boiling water)

Serve morning tea after the service; clean up and put dishwasher on.

Return church key to office.

Check carpet before you leave as it may require a quick vacuum again (other people use the church hall during the week).

Put rubbish bag in the wheelie bin and wheel out to the front if full. Rubbish collection is Monday mornings.

### **IMPORTANT**

**Before leaving the building check that lights are off, windows and doors are closed upstairs and downstairs; exterior doors are locked.**

**Ensure that the alarm is set as you leave. If you are not the last to leave please make sure you have asked somebody else to lock up and set the alarm.**

**THANK YOU!!**