



MORNING TEA POSITION DESCRIPTION

Morning tea is to be served from the kitchen unless other arrangements have been made by the minister or other delegated person.

Before Church

Ensure the urn is on and hot water will be available after the service.

Arrange cups, saucers and whatever biscuits will be available on the kitchen servery.

After Church

Make tea in a teapot. Coffee is available either as instant or filtered. All dirty cups, teaspoons, jugs, etc are to be washed after morning tea.

Please leave the kitchen clean and tidy after use.

If a Morning Tea volunteer cannot make it on their rostered day, please arrange a fill-in person to take your place.

In accordance with the Congregation's Volunteer Policy, the Morning Tea volunteers are required to adhere to, sign, and follow the Child Safe Code of Conduct as well as receive a copy of, and follow the Revesby UC Volunteer Manual. Their names are to be entered on the Volunteer Register.

This Job Description has been approved by Church Council at its meeting on .