

Volunteers' catering guidelines

Thank you for volunteering to help serve refreshments at the Mill's visitor centre. The following guidelines are to help you through the afternoon.

Please arrive by 12.30 in order to set up. Please purchase 4 pints of milk and give the receipt to the front of house staff for re-imburement. Tour guide will open VC, but if not, Julie will ensure you have access to a key.

1. Turn the water heater on at the black plug on the wall. It takes 30 minutes to heat up. 2 kettles are available in the cupboard under the sink worktop if required.
2. Wipe all surfaces with disinfectant spray prior to setting up cakes and drinks. Spray and cloths under sink.
3. Cakes need to be placed on cake stands or plates and covered with cake domes. Please use utensils or wear gloves provided.
4. Lay tables with cloths and place flowers (pick from mill grounds or bring own) on each table.
5. Cafetieres, teapots with cups and all other crockery and utensils are in drawers below the worktop. Handle sharp knives with care and ensure stored safely throughout afternoon.
6. Soft drinks are in the fridge, spare ones in cupboard below sink worktop.
7. Coffee, tea and sugar are in the wall cupboard above the sink. 1 scoop of coffee per cafetiere.
8. Please keep cake presentation appealing and cake servers washed throughout the afternoon. Please use utensils for plating up cakes, do not use hands.
9. To comply with hygiene requirements there is hand wash liquid at the hand wash basin for your use throughout the afternoon.
10. Dishwasher is under sink worktop but you may need to wash a few items as you go along.
11. Record each sale on a piece of paper and send with customer to the front of house volunteers to make payment.

End of afternoon.

1. Turn water heater off at the wall.
2. Return cafetieres, cups/teapots, jugs, plates and cutlery to relevant drawers and cupboards.
3. Any cakes not sold, wrap in foil and label with date and type of cake and place in the freezer, unless cake has previously been frozen in which case can be covered and placed in fridge for volunteers on Wednesday.
4. **Please contact Julie with details of any cakes that are left. How many slices and whether in freezer or fridge. This information is important so Julie knows how many cakes to order for the following week.**
5. All wrap, foil and labels are in drawer under worktop.
6. Remove and fold the tablecloths and put in the drawer under the water boiler. Any tea towels, tablecloths and aprons that need laundering please put in the bag marked used cloths, for collection on Wednesday (unless you have a strong desire to take them home to wash!)
7. Please leave tea and coffee cannisters full. Milk can be left in the fridge for volunteers on Wednesday if date extends that far.
8. **Please let Julie know if any of stock items are running low.**
9. Wipe down all surfaces. Mop the floor (mop in back room) and Hoover carpet area.
10. Can you please take general rubbish home if bins are more than half full.

Any problems, please contact: Julie Fowkes 07729268357, julie.fowkes53@gmail.com