

Ledbury & District u3a

Instructions for Groups Providing Refreshments

(September 2023 on)

Groups take it in turns to provide support at the Monthly Meeting. The schedule of Groups providing refreshments is given in the "Refreshments Rota" on the website and in the Newsletter and each Group will be informed by the Group's Coordinator.

Note: If it is your Group's turn to support the next Monthly Meeting then the following is required. At the end of the monthly meeting before your turn you should check if there are any unopened packets of biscuits, and also collect wet towels and tea towels to take home and launder.

On your refreshment day the team (4 people is ideal, 3 can manage, 2 will struggle) should arrive at 1.30pm. All helpers must be u3a members and they sign in and pay as usual.

You will need to purchase 4 pints of semi-skinned milk, and 3 or 4 packets of biscuits not necessary as these will be in the box. Note less biscuits if there were unopened packets when you checked at the end of the previous meeting. Treble these quantities for the September enrolment day. Give the receipt for your purchases to whoever is collecting payments and get a refund of your expenses.

Collect the refreshment box from the cupboard in the committee room.

Put the kettles on at once – the large ones take ages to boil. 6 -8 tea bags in the large tea pots will give you tea ready to pour at once, then you can top up as it brews.

Signs showing times will be in the box should be collected from the cupboard in the committee room and displayed appropriately.

Lay out plates of biscuits (leave one packet of biscuits unopened and then use if needed), jugs of milk, sugar bowls and teaspoons on the large tables in the bar area. This encourages people to move away from the serving hatch and speeds up the service.

Decaf coffee and squash can be found in the box in cupboard in the committee room and should be placed on the serving counter where they can be seen, but do not make unless requested. Start serving as soon as you are ready – you do not need to wait until 2 pm. Remember to offer a drink to the Guest speaker and those setting up, they will not have time to queue.

Collect empties and wash up as you go. Hand towel, tea towels and washing up sponge are in the box in the cupboard in the committee room. Washing up liquid should be found near the sink – it's not ours so please leave it there! If there is no washing up liquid then a bottle can be found again in the cupboard in the committee room.

Stop serving at 2.20pm and clear up. You can finish after the meeting if you need to. Return box of materials to the cupboard. Take any spare milk and opened biscuits for your next group meeting. Do not leave opened packets of biscuits in the box.

Check all is away and tidy. Sweep the floor of the kitchen and bar area as necessary. Put wet towel and tea towels in a plastic bag and hand to the next group for laundering

If you need to change your turn on the rota, please give as much advance notice as possible. The Organiser, Group's Coordinator, (see name and contact details in Newsletter) can arrange a swap for you. Also if your group is small that you feel you can not manage, then do let the Organiser know.