

# Romsey & District u3a

## ROLES AND RESPONSIBILITIES

Approved by Trustees: XXXX 2022

Romsey and District u3a is a registered charity # 1082501. It is managed by a management committee of trustees. All of its activities are organised and run by volunteers.

**ROLE: REFRESHMENTS TEAM LEADER** (does not need to be a trustee)

### Role Description

Manage a team of volunteers to provide refreshments at monthly meetings.

### Term of office

There is no specified term. You may contribute for as long as you choose to.

### Commitment

4 hours per month

### Relationships

With all members

### Details of the Role

Overall purpose	To provide members attending the monthly meetings with tea or coffee and biscuits
Responsibilities:	Manage a team of assistants 'on rota' for each meeting. Manage a cash float in accordance with the Treasurer's instructions. Maintain stocks of ingredients and provide fresh milk to each meeting. Oversee the setting out of crockery and ingredients. Oversee the serving of refreshments and the clearing up afterwards. Ensure that a safe working environment is maintained and brief team members on associated safe working practices including the use of a dishwasher (the hall caretaker will advise).
Knowledge and skills required	General food and drink preparation and service
Resources needed	All is provided, see below.
Resources available	<ul style="list-style-type: none"><li>– Teapot</li><li>– 3 trays</li><li>– 1 plastic jug (2 pints)</li><li>– 3 plastic jugs (1 litre)</li><li>– 1 glass (drinking)</li><li>– Box of white spoons (plastic)</li><li>– 2 plastic bowls (blue and orange)</li><li>– glass dishes (clear and green) - for sugar on table</li><li>– Plastic bag of tea towels</li><li>– Large tin for holding biscuits.</li></ul>

## Aide memoire

Meeting Supplies	Prior to meeting, buy milk (4 pints) and biscuits (5 packets). Keep receipts and either leave with Committee member at the meeting for Treasurer to process payment via BACS or send to Treasurer via email to claim back monies spent.
	Meeting Bag should contain Coffee, Tea, Sugar, Tea Towels, Biscuits,
Kitchen	Kitchen: The Caretaker will have filled the urn and turned it on. Check it is on and ensure it is well filled with water.
Setting Up	Put 18 cups + saucers below hatch for tea, and 100 cups + saucers on the trolley for coffee.
	Put half teaspoon coffee in each cup (saucers on bottom shelf)
	Put 3 – 4 teabags in teapot
	Place 2 tiers of cups on top shelf.
	Put 2 tables in front of hatch
	Put 3 plates of biscuits, 2 dishes of sugar (+ spoons) and 2 milk jugs on the long table placing kitchen roll over each plate
	Put large jug of milk by the hatch for adding to coffee
Assistants	Maintain a rota of helpers. 2 Helpers will check in before the meeting starts.
	Sit in front row (by door to kitchen) before meeting starts and as soon as speaker has finished his talk, quietly go out to kitchen and make the tea (in the teapot + one in the cupboard below)
	Helpers will come and serve coffee from the urn (placing a cup under the tap for hot water) and tea from teapot(s). Members add milk as required.
Cleaning Up	As dirty cups are returned (or collected) put in dishwasher. Caretaker will show how it works. When dry, put away in drawers. Everything else is washed in sink (plates, jugs, etc.) using our tea towels/cloths.
	Take away remainder of milk, biscuits, etc. plus tea towels for washing.
	Check everything is tidy and clean before leaving and thank caretaker on way out!