



Refreshments helper – task list.

Refreshments/Tuck Shop – we like to offer parents and children the chance to have drinks and snacks during the 11.00am break. To maintain all the stock, being able to sell these, handling money and safely selling hot items please look at the list below.

Exact duties broken down by timescale.

1. Prior to event, one person to bring milk - unless using long life milk - and if required, any other items (new tea/coffee, sugar). Money to be reimbursed from kitty on production of receipt.
2. After registration (10.20ish) clear and clean table and retrieve refreshments box from the sea container. The plastic box is kept under the wooden table to the left as you go inside.
3. One person to go into school with large silver/black flask and using kettles in staff room, fill with 2-3 kettles of boiling water. Return to table and set down with tap facing away from customers – only you will be pouring hot drinks for safety.
4. Set out table with any cold drinks, teaspoons, milk, and sugar. Have waste/carrier bag ready for rubbish.
5. Offer drinks to anyone staying whenever you are ready. Children participating in Go-Ride should not be served until break at 11.00am and not after break has finished unless they are not participating (for example, injured, bike not useable).
6. If leaving drinks area for any reason, please ensure the hot water container is supervised to prevent accidents.
7. 11.30 – Clear away rubbish into bag and put cups/tea/coffee, etc. back into plastic box. Using hot water from urn, rinse spoons and any other reusable items and return to box. Empty any excess hot water onto ground a safe distance from communal areas (especially important when very cold to prevent ice forming on high traffic areas).
8. If any items need replenishing, make a note for whoever will be bringing milk for following session. Pat selves on back for a good job well done 😊.