Sunday Morning Tea & Coffee Team Member: Role Description

Purpose: The Tea & Coffee Team provides refreshments for everyone at the end of Sunday services. We help to create a welcoming atmosphere that encourages people not to rush off but to stay, to chat to others, to meet new people and deepen relationships with one another.

Reports to: Operations Manager; Leadership Team

Time Commitment: Sundays 10:00-12:30 (as scheduled on rota)
(from 09:45 on the first Sunday of each month)

Key Responsibilities:

- Arrive by 10:00, wear your lanyard
- Ensure that tea, coffee and iced buns are all ready to be served as soon as the service finishes (gluten free biscuits to be made available too)
- If it is the first Sunday of the month, ensure that refreshments are ready for those leaving the early service when it finishes
- Maintain a friendly, welcoming and generous approach to everyone
- Ensure that everything is cleared away afterwards and the dishwasher is put on
- If possible take used tea towels home to wash and return
- Arrange cover if unable to attend and keep track of your rota commitments
- Attend occasional team meetings

Success Looks Like:

- Every person entering the building having the opportunity to enjoy tea, coffee and iced buns
- Refreshments served effectively at the end of each service and everything cleared away afterwards