

PENNANT KITCHEN DUTIES

On arrival: Fill Urn with hot water from wall hot water service.

How to do this: Remove lid, slide urn under tap and fill to desired amount, replace lid and slide Urn onto bench. Plug in and switch on, then turn urn dial to full. When boiling turn down to around 80.

Setting up:

On the bench place 2 or 3 tea towels (these are kept in the top drawer near the bench)

From the pantry : Tea, Coffee, Sugar, Stirrers, Biscuits (sweet and dry) paper cups

Milk can be found in the front refrigerator or extra milk is kept in the pantry.

Place Serviette dispensers on tables in Function Room.

At the end of the day:

Switch off urn

Return all items to the pantry in their appropriate places and milk to the refrigerator.

Return tea towels to the drawer or if soiled into the soiled bin which is under the centre bench.

Return Serviette dispensers to shelves in kitchen.

Wipe down all benches with appropriate spray which is kept in the cupboard under the sink.

Switch off all lights and close doors.