

SATURDAY TENNIS - DUTY CAPTAIN
ARVO TEA PREPARATION GUIDELINES (after 3rd Set)

On Arrival

1. Inform the bar staff you are the Duty Captain or assistant and need access to the kitchen.
2. Empty and refill the Tea Urn to within 5cm of top (ask the bar staff to help you) and plug it in and switch it on ***make sure it is switched on*** and set to 70° .
3. Place the cups onto the bench top, handles pointing to the hatch not inwards so players can easily pick them up. Check for cleanliness, if not clean place in sink to manually wash and dry, ask bar staff to help you. Place 2 groups of cups out, - cups for milk tea - to the right (about 20+ depending on numbers) then the biscuits and money box in the middle of the bench and about 5 cups for coffee to the right with the coffee jar, sugar and spoons (in a cup) by them.
4. Please don't put coffee into the coffee cups as the players like to do this themselves. and you do not know how many want coffee its normally only 2-3.
5. Put out money jar and place centrally by the biscuit box.
6. Place the tea pot and hot water jug next to the tea urn. DO NOT put tea bags in the tea urn.
7. Ask another player to help you with arvo tea, and to check from time to time the water is boiling....sometimes the plug socket cuts out, so ask the urn to be moved to a working power socket.

Before 3rd Set starts

1. Check the water in the urn is boiling. Place a cup tray found to the bottom left under the sink over the large size sink for used cups to drain into.
2. Ask the bar staff to drain and heat up the dishwasher.
3. Open the corrugated hatch by holding the switch on the wall to the right to OPEN, open the hatch about ¾ open.
4. Now get milk out of bottom left of fridge and put a small amount into about most of the tea cups, as some players prefer black tea.

10 minutes before end of the 3rd Set bell rings for Arvo Tea

1. Place the Tea Urn in a position when you can fill the teapot. Switch off urn.
2. Put 12 teabags into the pot and carefully fill the pot in order to steep the tea, leave another 4-6 out to add to the next refill later , if there are a lot of players to keep the brew strong.
3. If you can fill the pot from the turn use the metal water jug
4. Fill the metal water jug to the top and place near the coffee.
5. On the ringing of the bell start pouring out the tea, making sure it is not too milky.
6. Open the biscuit container making sure, if empty, it is replenished with new ones.
7. Arvo tea is \$2 to members, but Visitors do not pay as it is included in their fee.
8. Be accommodating to the needs of the players allow them to open the jar for change.
9. After tea finishes place the used cups, spoons, onto the tray over the sink to drain.
10. Put replace all the unused cups, pots biscuits coffee and tea back where you found them.
11. Empty the tea pot cool the used bags and place in bin with used sugar wrappers etc.
12. Clean the bench thoroughly before closing the hatch.

Thank you