

Morning Teabar Volunteer Tasks

This is a casual volunteering opportunity which you can offer to do on the day. You can claim a free meal for doing this. Please let the day co-ordinator know that you are undertaking this task.

Time: Between 11am and 1pm

- At 11am, collect mugs from the Main Area and office.
- Rinse them in the sink in the tea bar.
- Stack them upside down in the blue dishwasher tray. The dishwasher is in the kitchen, and the tray is usually kept in there too.
- If the dishwasher is not set up and turned on, or if you are not sure whether it is or not, ask the day co-ordinator or kitchen worker to do this for you.
- Put the tray in the dishwasher, close the door and put it on to wash. You will hear it make a swishing noise.
- While cups are in the dishwasher, wipe down the tea bar.
- Refill any bowls of sugar, teabags or coffee that are running low. Supplies are in the cupboard under the counter.
- When the machine is quiet, this means it has finished. Open the door and tilt the blue tray to let water run off the bottoms.
- Take the tray of clean cups through to the tea bar.
- You do not have to dry the cups up as they should be hot enough to air dry.
- Put them back in the racks under the counter.
- Do another round of cup washing and tea bar tidying at 12.40.

Lunch Clear-up Volunteer Tasks

This is a casual volunteering opportunity which you can offer to do on the day. You can claim a free meal for doing this. Please let the day co-ordinator/ chef know that you are doing this task.

Time: Between 1.20pm and 2pm

- If there aren't two big bowls set on the counter for scraps and cutlery, then put some out.
- Encourage people to use these bowls and stack their plates.
- Collect any plates left by people who have gone.
- Scrape any plates that need it and put cutlery in the bowl.
- Wipe tables and high chairs. Don't forget the low table near the free books. Clean cloths are under the counter. You can use the Ajax anti-bacterial spray from the teabar counter.
- If there are any big spillages on the floor, sweep or mop these up.
- Set unused chairs neatly under tables.

End of Day Clear-up Volunteer tasks

This is a casual volunteering opportunity which you can offer to do on the day. You can claim a free meal for doing this, but not travel or other expenses.

This job involves some lifting. Please take care and ask for help with lifting tables. There is a paid worker responsible for clear-up each day you can ask if you are not sure about anything.

Time: 3.40pm to 4.10pm

- At 3.40 wipe down highchair trays using a clean cloth and Ajax spray. Clean seats and footrests of debris.
- Clean cloths are stored under the tea bar shelf.
- At 3.45, start wiping unused tables and stacking unused chairs at the side of the room.
- At 4.00 wipe the rest of the tables and stack the rest of the chairs.
- Ask someone to help you stack the tables at the side of the room.
- Collect any used cups from the office and main area and rinse in the tea bar sink.
- Put away toys and books around comfy chairs and wipe coffee table.