

Tea Bar Procedure.

- 1. When volunteering in the t-bar need to display the sign to let people know that it is not self service.**
- 2. Need to collect the blue money tin from the office. Check there is a float of £2.50 to start with. Any takings for the session get recorded and then put into the white t-bar money box on the wall.**
- 3. During the session the volunteer will prepare drinks as ordered by centre users and collect the money, or if for a volunteer collect a drinks tickets.**
- 4. It will also be the role of the volunteer to keep the supplies topped up, to keep the t-bar clean and to stack dirty cups in the grey tray which will be placed on the draining board at the start of the session.**
- 5. If approached by anybody unable to pay for a drink, or requesting a free drink, direct them to the day-coordinator.**