

Tea hut opening and closing instructions

Nov 2023

These instructions are also all on the wall of the tea hut above the coffee machine.

- **Opening up and things to do first....**
 - When you arrive the door should be unlocked, if the door is still locked please ask one of the coaches or managers.
 - **Urns:** The urns should already be on as they come on with a timer
 - **Bacon griddle, egg hot plate and warming plate:** Switch on the hot plate and griddle at the plug and also on the machines to cook the bacon. The warmer switch for the hot plate is on the front left hand side. The griddle thermostat will need turning up to high. Switch on the egg hot plate.
 - **A-boards:** Please put the A-boards out, one near each pitch entrance. Also remember to slide the closed sign to open on the side of the tea hut itself.
 - **Shutter:** The button to open and close the shutter is on the wall to the right hand side of the shutter.
 - **Table for milk, sugar and sauces:** There's a collapsible table that needs putting outside opposite the serving hatch, the legs extend. Put a jug of milk (in fridge nearest the door), wooden stirrers and sugar sachets (in a box in the corner to the right of the urns) and a rubbish cup or plate out on the table for people to help themselves. You also need to put tomato sauce and brown sauce from the fridge under the hot plate on this table.

- **Bacon and Egg Rolls**
 - Bacon is in the fridge under the hot plate. Once up to temperature, you need to put oil from the squeezezy bottle onto the grill, otherwise the bacon will stick. You're likely to get through one whole 2kg pack in the first hour. You can try to get ahead with cooking the bacon and then put the cooked bacon into the container on the warming plate.
 - The brioche rolls are in the cupboard above the urn. It's two rashers per roll.
 - For eggs there is the separate hot plate and there are eggs will be in the same fridge as the bacon.
 - All cooking fat from the bacon needs to be scraped into the bottom left corner hole which then drops into the removable fat drawer to be placed in the bin. No meat fat (raw or cooked) to go down the sink. Just need to use kitchen roll and put it in the bin.

- **Hot drinks**

- The tea, coffee and hot chocolate if not already out on the side, will be in the cupboard below the urns along with more cups. It's four heaped teaspoons of chocolate powder for hot chocolates. Add a small amount of hot water first and mix into a paste before filling up the cup and giving it another stir. Lids are in the cupboards below the urns.
 - We also have the nespresso capsule coffee machine. If you get to the point where the capsules don't seem to go in, then the waste drawer at the bottom front needs emptying.
- **Tea cakes and other snacks**
 - There's usually tea cakes in the fridge under the toaster. If you need more they will be in the freezer. With the black toaster you need to put the tea cakes in the right hand side first and switch it on first as the left hand side doesn't work on its own. You can use both sides at the same time though! There are chopping boards in the corner by the urns to butter the tea cakes. Butter is in the fridge. Paper plates to serve them on are in the drawer under the crisps.
 - If it's been hot, there are chocolate bars etc in the fridge next to the shutter that can go out on the side for sale.
- **Payments**
 - There's a cash box inside the safe which is in the bottom of the left cupboard behind the door. The safe should have already been unlocked, if not, Sally or another coach or manager can help.
 - There's also a SumUp machine on the side. The minimum transaction is £1. To use this, press the button on the side of the machine, then input the price and press charge, take the machine out the cradle and let the customer tap their card or phone on the device. After the payment is approved, press 'X' in the top right corner and you are ready for your next customer. Unless someone asks for a receipt, don't worry about issuing one.
 - The price list for everything is on the wall by the shutter hatch. If the SumUp machine goes into sleep mode, you just press the button on the side.
- **Hats/socks/shoe laces**
 - Any hats, socks or shoe laces that are sold, please could you write down any sales in the notebook (by sum up machine). Also there are a few misspelt bobble hats (Cheimsford rather than Chelmsford) which are £10 not £12.50.
- **Rubbish and cleaning**
 - Although there is a general waste bin in tea hut please try and recycle as much as possible
 - Food waste including used teabags go in the green food waste bin
 - There is a mixed recycling bin in the cupboard below the cold drinks fridge.
 - Cleaning supplies are in cupboard under sink nearest the urns.

Closing Up

- Please switch off the hot plates / griddles
- Don't switch off the urns as they are on timers
- Bring the table in with the sauces and milk on. It just gets leaned against the wall below the serving hatch. Sauces go back in fridge. Stirrers and sugar sachets go back on the side in the sugar box (in the corner near kitchen sink).
- Please could you clean down and wash up anything from the cooking.
- For the griddle lots of scraping helps to get it clean. Then please wipe it with some oil on a piece of kitchen roll as it stops it from rusting
- The fat drawer on the front bottom left of the griddle needs emptying into the bin, wiping out with kitchen roll and then washing up.
- Put any leftover tea cakes in the freezer.
- Put the cash box in the safe (in bottom cupboard behind the door) and turn the handle to lock the safe.
- Please check that everything is tidied up, washing up done and sides wiped down.
- Used teabags go in the kitchen waste bin in the corner near the urns. There is a mixed recycling bin in the cupboard below the cold drinks fridge.
- Cleaning supplies are in cupboard under sink nearest the urns.
- Dirty tea towels to go in the sink by the door.
- Bring the A boards back into the hut.
- Check all windows are closed and locked.
- Lock the tea hut and return the keys to the key safe outside of the hut.

Thank you so much for your help!!