

GARDEN PARTY TEA ROOM SERVER DUTIES

THANK YOU FOR YOUR HELP!

Manager: Devon Rock

Assistant Manager: Fran Tilghman

1. There are 15 tables in the tea room. Each person is responsible for 3 tables: Two (2) four-seat, and one (1) two-seat.
2. Once guests are seated, go to the tea maker and tell them how many are at your table so they can prepare the teapot. When you bring the tea, remind guests to “let it steep for two minutes”
3. Take a sandwich tray and a 3-tiered tray to the table. Select trays based on table size. They will be marked. Make TWO trips
4. Keep an eye on consumption. Once they have finished, offer them a choice of cakes available. We have Coconut, chocolate and carrot cake but later in the day one of those may be sold out.
5. **DO NOT RUSH GUESTS** – let them enjoy some conversation, but be aware when others are waiting to be seated.
6. When the guests leave, quickly clear the table, placing all items in gray bins.
7. Reset the table with doily placemats, plates, cups and saucers, cutlery, and napkins. Replace menu if it has been taken.
8. Refill milk in pitcher. Check stock of sugar packets and refill if needed.

HANDLE CHINA WITH CARE! SOME OF OUR COLLECTION IS VERY OLD AND FRAGILE (BUT BEAUTIFUL!)