

## TEA ROOM VOLUNTEERS

(Note that some tasks can be covered by a single person.)

|  | <b>FIRST SHIFT</b><br><b>11:00 – 12:30</b> | <b>SECOND SHIFT</b><br><b>12:30 – 2:00</b> |
|--|--|--|
| <b>Manager– overall coordination of tea room service</b> | <b>1</b><br><b>Assistant: 1</b>            | <b>1</b><br><b>Assistant: 1</b>            |
| Cashier  | 1  | 1  |
| Tea maker  | 1  | 1  |
| Hostess  | 1  | 1  |
| Plating sandwiches                                       | 1  | 1  |
| Plating 3-tiered trays                                   | 1  | 1  |
| Serving  | St. Timothy's                              | St. Timothy's                              |
| Clearing tables  | St. Timothy's                              | St. Timothy's                              |
| Bussing between tea room and kitchen                     | 1<br>St. Timothy's as needed               | 1<br>St. Timothy's as needed               |
| Cutting cake   | 1  | 1  |
| Washing/Clean up   | 1<br>Additional as needed                  | 1<br>Additional as needed                  |

Sandwich makers at Happy's Saturday morning – 6:00 AM  
Also making Ploughman's Lunch

- 1:
- 2:
- 3:
- 4:
- 5:
- 6:
- 7:
- 8: