

KURRI KURRI BAPTIST CHURCH

Morning Tea Steward Role Description

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Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Morning Tea Steward

Role Description

Appointed by the Roster Coordinator, to provide and serve light refreshments after the regular Sunday morning worship service, contributing to and enhancing a time of Christian fellowship.

Responsibilities

- To have a heart for serving others through food ministry
- To have a basic understanding of how to safely handle and serve food and beverages
- To provide a small selection of sweet and/or savory snacks for morning tea, including gluten free options
- To use safe food preparation and handling methods, such as;
 - applying food-quality gloves when handling food, ensuring they are removed/changed when appropriate
 - maintaining good personal hygiene (i.e. washing hands in the bathrooms, thoroughly and often)
 - providing clean food handling implements for hygienic self-service (i.e. tongs)
 - handling hot liquids safely (i.e. serving hot beverages in cups with lids when appropriate)
 - separating and labelling food which contains allergens, to minimise the risk of harm to those who have food allergies or intolerances
- To arrive prior to the commencement of the Sunday morning worship service to set up the morning tea you are providing
- To exit the morning worship service in a timely manner to be prepared to serve the morning tea when the service has concluded
- To assist with the service of food and beverages
- To keep the Child Safety Gate closed to ensure children do not enter the kitchen
- To facilitate cleaning up after morning tea has finished being served
- To dispose of waste appropriately
- To ensure any soiled linen is laundered and returned in a timely manner
- To provide the Roster Coordinator with availability of dates to serve on the morning tea roster
- To notify the Roster Coordinator of any inability to carry out your role, with as much notice as practicable, and assist to organise replacement or a roster swap if possible

Recommendations

- It is recommended, but not mandated, that Morning Tea Stewards complete the NSW Government Food Authority "Food Handler Basics training". This is a free, non-accredited, online training course developed by the Food Authority. It covers the basic knowledge requirements for food handlers. (Acknowledgement: Not all information is relevant to the Church morning tea setting, as the Church is not considered to be a food business). If you choose to complete this training, please provide the Safe Church Team with a copy of your Certificate of Acknowledgement to store in your personnel file, and be displayed in the kitchen.

Prerequisites and/or skills required

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers (Category 2 b - Volunteers not in leadership roles or engaged in child-related work or work with vulnerable adults)

Supported by

- Church Leadership, and Church
- Roster Coordinator

Term

- Appointed by the Roster Coordinator
- One year term, with eligibility for re-appointment for subsequent terms

Reporting to

- Roster Coordinator

Reporting method and frequency

- By means of regular verbal reporting to the Roster Coordinator