

MEMORANDUM

DATE: SEPTEMBER 28TH 1993
TO: ALL STAFF
FROM: JULIE LONDON - FEAC
RE: FATHER TUCKER SHOP

The Father Tucker Shop will open on October 12th 1993 on the 2nd Floor, 67 Brunswick Street. To avoid any inconvenience to staff regarding their current access to tea and coffee making facilities, refrigeration and microwave the following arrangements are suggested:

*The espresso machine will have a continual supply of hot water. Whilst staff will not be able to make cappuccino's for themselves, hot water, for instant tea and coffee, will be available from the machine when the Father Tucker Shop is unattended.

*If staff wish, they may ask Tucker Shop staff to make their tea and instant coffee as required. There will obviously be no charge for this service.

*During Tucker Shop hours an urn and other tea and coffee making facilities will be placed in the area so that those staff who prefer to make their own tea and coffee may still do so.

*Tucker Shop staff will take responsibility for washing all tea and coffee cups during Tucker Shop hours.

*The refrigerator and microwave will be conveniently located to ensure that staff have appropriate access to them as required.

A clip-board has been placed in the 2nd Floor Staff Area requesting staff comments about the program. So far no-one has responded. All comments will be taken into consideration during the programs development, so please have your say now if you have any ideas!

Initially, Tucker Shop hours will be Tuesday - Friday: 7.30am - 2.00pm. During these hours the following service will be offered:

*7.30am - 11.30am - pre-made sandwiches and rolls, cakes, cappuccino's, confectionery. At 10.00am a basket of same will be taken around floors.

*11.30am - 2.00pm - all of above plus hot food and individual orders.

A menu and price list, based on your suggestions, will be distributed prior to October 12th.

The Board Room crockery and cutlery has been moved from the kitchen, and is now located in two cupboards in the corridor leading to the lift on the second floor. Judy Oliver will continue to monitor its use.