

INFORMATION FOR COFFEE HOUR HOSTS

Coffee hour supplies are in the left cabinet and should be returned to those cabinets after use. The below diagram shows how the three cabinets top will look when set up.

Mugs on tray	Mugs on tray	Regular coffee Pump pot	2 nd Regular coffee if needed	Decaf coffee carafe	Condiments on tray	Goblets on tray	Water pitcher
Donation frog (put somewhere visible on top of cabinets)							

Coffee Hour Duties:

- ✓ Arrive 30 minutes before service to set up
- ✓ Ground coffee (regular and decaf) are in the upper corner cabinet to the left of the Bunn coffee maker. Bulk sugar and creamer are in the lower corner cabinet for refilling the dispensers on the condiment tray. Filters for use with the Bunn machine are either on the countertop to the left of the machine or in the upper corner cabinet. Pump pots and carafes are stored on a shelf above the range on the far side of the kitchen.
- ✓ Use Bunn coffee maker to brew 2 pots of regular coffee (fills 1 pump pot) and 1 pot of decaf coffee (fills 1 carafe). Brewing a pot takes less than 10 minutes.
 - Put a pot on the lower left burner of the Bunn machine. Turn on that burner (the machine is always plugged in; do not turn on any other burners.) Put a filter and ½ c. ground coffee in the “filter holder” that slides out above the pot. Use another pot to dump one pot of cold water into the reservoir on the top right side of the machine (remove the lid before filling and replace the lid after filling. The coffee will start brewing automatically.
 - After coffee stops flowing from the filter holder into the pot, pour the brewed coffee into the appropriate pump pot or carafe. Put the used grounds and filter in composting bucket with lid (by the trash receptacle)
- ✓ Check the pump pot and carafe during coffee hour to determine if the coffee supply should be replenished. Fill hot water urn with water for tea and plug in on kitchen counter at window.
- ✓ Set out wood box containing tea supplies and condiments tray kept in coffee hour cabinet. Put out hot cocoa and cider mix envelopes if available.

After service:

- ✓ Fill 1 or 2 pitchers with ice water and put on cabinets by coffee.
- ✓ Put out small supply of cookies (kept in island cabinet facing away from the sinks) on a tray. Put on table.
- ✓ Need to stay until coffee hour wraps up (about 30-45 minutes) to put away coffee hour items. Ask stragglers for their mugs/goblets.
- ✓ Empty leftover coffee from pump pots and carafe by pouring it down the sink. Rinse pot and carafe and return them to shelf for storage.
- ✓ Unplug hot water urn and empty the water.
- ✓ Empty water pitchers and dry and return to cabinet. Rinse and dry cookie trays and return to cabinet. Put leftover cookies in zip lock bag in cabinet.
- ✓ Wipe tables and cabinets as needed.
- ✓ See separate instructions for using sanitizer (looks like an under-counter dishwasher) for mugs and goblets.

BE SURE THE SIDE DOOR IS LOCKED BEFORE LEAVING THE CHURCH. Greeters lock the main church doors

INSTRUCTIONS FOR USING SANITIZER FOR MUGS AND GOBLETS

The sanitizer is not a dishwasher, so pre-rinsing or handwashing may be necessary.

Press the power button to start pre-heating the sanitizer. It takes 15(?) minutes so you may want to do this before going to the sanctuary for the service. Otherwise, turn it on as soon as coffee hour starts. Do not run the machine until its display says "Ready."

Put used mugs and goblets (open side down), and miscellaneous other non-plastic items in the large grid tray. One is usually kept next to the sink. Others are stored under the kitchen island in the open center area. Check each mug and goblet before placing it in the tray and rinse out residue or use a sponge to remove lipstick marks or other residue.

Slide the loaded tray into the machine. Press the button to start the cycle. Watch the display on the sanitizer and the instructions posted on the front of the machine for further directions. After the machine completes the cycle, remove the loaded tray and place on a towel on the island or back on the area next to the sink. It helps to tip the loaded tray before taking it from the machine by lifting the front a few inches to dump the water sitting on the mugs. Dry the mugs and return them to the trays in the cabinet. Dry the goblets and any other items and return them to the appropriate places in the kitchen.

Press the power button on the sanitizer. The display will say the machine is shutting down. Do not leave until the shut-down cycle ends.

Spread damp towels and dishcloths across the countertops to be laundered by someone during the week.