

## **Clean-Up as you go:**

- Load the dishwasher as you go during serving time. The two drawers operate independently and can be loaded separately.
- **Dishwasher instructions are posted on the wall to the left of the dishwasher.**
- As soon as one drawer is full, start it while you fill the other drawer. Continue loading & emptying dishwasher, as needed.
- Pour extra coffee down the sink. Dispose of used grounds in the garbage, if no one wants to take them home for compost.
- Wash all parts of coffee makers & any other items.
- Dish soap & drainers are found under the sink. Please be sure all items are dried & returned to the correct cupboards.
- Wipe off counters & tables.
- If there is leftover food which you brought, please take it home with you. If someone else brought it, you may take it home or dispose of it. Once everything is back in place, hang wet dish clothes/towels on the towel rack.

**Place donations in envelope (found in rack on back counter) and put into the mailbox on Amanda's door in the office.**

*Thank  
You*

# *Sunday Hospitality Time*

**Serving 9:00-10:30 & 11:30-11:45am**

***New coffee instructions!***



**Volunteer Instructions**

## Provide Treats: Have at church by 8:30am

- Please - No treats with nuts or peanut butter.
- Can be as simple or as elaborate as you wish. Buy treats at the store or bring home made. All are appreciated.
- Consider a healthy option, such as fresh fruit, or crackers with cheese & sausage.
- **Please provide enough for 50 people.**
- Treats can be dropped off before Sunday and placed in the fridge. Please leave a note indicating they are there.

## Coffee Set-Up: 8:35-9:00am

- Use the 2 Bunn coffee makers on back counter.  
**Only 4 minutes to brew.**
- Brew both pots at the same time.
- For each maker:
  - Put a coffee filter into the basket
  - 1 cup of grounds in the filter
  - Fill pot with water and pour into top of maker
  - **Close the lid to brew.** *(there is no "ON" button)*
- When coffee is done, pour both pots into an insulated airpot to serve. (Airlots are in open area under the main counter.)
- Set the airpot on the main counter for people to self-serve.
- Brew 2 more pots for a 2nd airpot.
- Repeat as needed. Only 4 minutes to brew!

## Serve (incl. set up): 8:40-10:30 & 11:30-11:45am

Beverages are served from the upper counter.

- **China mugs: Use mugs from plastic bins.**
- **Water glasses: Use gold glasses from rack.**
- For coffee: Set out cups, creamers, sweeteners, stir sticks.
- For tea: Use electric kettle to heat water. Pour hot water into insulated carafe to serve. Heat a 2nd kettle of water. Set out hot-water carafe(s), tea bags.
- For water: Set out 2-3 pitchers filled with water & ice.

Treats are served from the lower counter.

Platters/serving bowls are found in pantry next to fridge.

- Set out napkins & necessary paper goods near the treats.

Donation basket: Place out on counter.