

Clean-Up as you go:

- Load the dishwasher as you go during the serving time. Load dirty cups/glasses into the 2-drawer dishwasher. **Dishwasher instructions are posted on the wall to the left of the dishwasher.** Drawers can be run separately, so 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. Anyone may take the used grounds home to use as compost for their garden. Otherwise, dispose of them in the garbage.
- Wash all parts of coffee pot & 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**



Volunteer Instructions

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

- Please - No treats with nuts or peanut butter.
- It can be as simple as cookies or donuts – or as elaborate as you wish. You can buy treats at the store or bring home made. All are appreciated.
- It's nice to have 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: 7:45-8:00am -or- Saturday around worship time

Percolator should be started by 8:00am, before the early worship.

****If you set up on Saturday, leave a note at the usher station asking them to start the pot at 8:00am Sunday.**

- We serve Fair Trade coffee, a 50/50 mix of regular & decaf.
- A large 100-cup percolator is located under the counter.
- A canister with coffee grounds & measuring cup is located under the microwave.
- **Make 60 cups**, unless there is a note specifying a different amount.
- Percolators:
 - Remove lid (twist to unlock), coffee basket, and stem.
 - Fill with water: Use cold water & fill to appropriate line.
 - Replace stem & coffee basket. Make sure stem is securely set into bottom of pot.
 - Place coffee grounds in basket: **3 cups of grounds for 60 cups of coffee**. Distribute evenly in basket. Replace lid & twist to lock in place.
 - Place the percolator on the upper counter.

- Plug in & set switch to ON. **Touch the side of the pot to see if it is heating. If not, unplug and plug it back in again & start.**

Serving behind the counter (includes set up): 8:45-10:30 & 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.**
- Place 1-2 gray plastic tubs on the serving cart, and station the cart against the wall between the sink and the hallway. Used cups/glasses are to go into these tubs.
- For coffee: Set out cups, creamers, sweeteners, stir sticks.
- For tea: Use electric pot to heat water. It heats up fast. Put hot water in insulated carafe to serve & heat a second pot of water. Set out hot-water carafe, tea bags.
- For water: Set out 2-3 pitchers filled with water & ice (in freezer).

Treats are served from the lower counter. Platters/serving bowls are found in large pantry next to fridge. Set out napkins & necessary paper goods near the treats.

Donation basket: Place out on counter.