

## **Albany UU Coffee Host Instructions** *Updated November 2024*

Coffee Host committees are given the opportunity to speak for 2 minutes during church service announcements about their committee and invite members' participation and/or support. Spoken words should be limited to these topics – this is not a time to offer a personal reflection about other issues.

The Coffee Host brings the food to accompany the Coffee Hour and keeps Coffee Hour going smoothly and then helps with the clean up at the end.

1. When providing food, please consider that we have numerous gluten intolerant attendees and it is very helpful to provide ingredient lists for those with other allergies. The Host should leave the service early enough to arrange food on the serving table. The custodian will make coffee and move coffee pots from the kitchen to the serving table just before the service ends. The Custodian also does the dishwashing afterward.
2. While hosting is an opportunity to speak to members about your committee, part of your host duties is to manage the table. Exchange full pots for empty pots, replace sugar/creamer if needed, etc. Tidy up.
3. Collect empty cups and take them to the dish window. If the red dish bucket on the cart gets full, take it to empty it and bring it back.
4. Clean up at the end of coffee hour. When most people have left, start clearing off the tables. Collect all used cups and utensils and take them to the dish window.
5. Take to the kitchen shelf for "weekday coffee supplies": 2 sugar pourers, 2 cream pitchers (after washing!), 2 bowls of sweeteners, 2 cups stirrers. Put any remaining of those items plus any small glass trays, if used, into a coffee hour supplies box in the pantry on the shelves immediately to your right.
6. Take one napkin dispenser to the kitchen, put the others in the pantry.
7. Take 2 plastic baskets with tea bags to the kitchen: put any other boxes of tea in the pantry.
8. Take unused glasses to the kitchen (shelf over double sink, left). Take unused coffee mugs on their trays to the pantry back wall.
9. Assure that all highly perishable foods which may spoil before the next coffee hour (cut fruit and vegetables, whole bananas, hummus, etc.) are taken home by the coffee hour volunteers. Assure that less perishable foods are satisfactorily stored for use at the next coffee hour. For example whole fruit pieces (apples, oranges, grapes, cherry tomatoes) are stored in the refrigerator; baked goods stored in plastic bags/wrap in kitchen and labeled for use at the next coffee hour; cracker bags are sealed tight in package bag or plastic bag; uncut sweet breads or cake are wrapped airtight for storage in kitchen or and can be placed in the pantry upright freezer for storage.
10. Take tablecloths and dish towels/cloths, if used, home to launder. Return clean and folded tablecloths the following Sunday to the pantry, or drop them off during office hours during the week.