

## Coffee Host Instructions

### Overview

We serve coffee and tea every Sunday after the service. This year we have decided to go without food and concentrate on providing beverages, so there is no need to buy any foods beforehand and only one coffee host is now needed. Staff purchases the coffee and tea and all peripheral supplies. The Sunday morning custodian makes all the coffee and washes all the dishes.

\*For food donations, there are now gloves and food donor cards and signs in the coffee hour supply box. We ask that everyone handling food use gloves, and use dry erase markers to fill out donor cards for food.

You will be responsible for setting up the coffee hour tables before the service. After the service, you will carry out the pots of coffee as needed, keep the tables tidy, refilling as necessary, and collect the money. As Coffee Hour winds down, you help gather dirty cups and clear off the serving table.

### BEFORE THE SERVICE: Setting Up Serving Tables

From the pantry, gather and set out: 2 tablecloths, coffee hour supply box, jars for money collection, napkins, and herbal tea rack. From kitchen, gather a pitcher of water, small plastic glasses, 2 soup bowls to receive used stirrers and small table trash.

### DURING THE SERVICE \*You do not need to be in the kitchen during the service—go enjoy it!

The custodian will close up the Early Bird coffee and tea on the serving window, and start making coffee to fill the pump pots. She will put out gray dish buckets on a cart to collect empty cups.

### AFTER THE SERVICE \*Leave the service during the last hymn to get beverages in place.

- Move coffee pots from kitchen to serving table. Leave the service during the last hymn in order to make sure beverages are in place by the end of the service.
- Manage table. Exchange full pots for empty pots, replace sugar/creamer if needed, etc. Tidy up.
- Empty money jars several times to reduce temptation of theft. You will find in the front office, in the "Sunday Drop Box," a manila envelope and the Coffee Hour Receipt of Monies form. Keep the money in a safe place in the kitchen until you are ready at the end of morning to add it up.
- Collect empty cups and take them to the dish window. If the gray dish bucket on cart gets full, take it to empty it and bring it back.
- 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 to dish window.
- Take to pantry: Everything returned to coffee hour supply box, tea rack, and jars for money collection.
- Take to kitchen: napkins, holder with tea bags, unused glasses
- Take tablecloths home to launder. Return clean and folded within a few days and put in pantry.
- Count the money taken in and complete the Coffee Hour Receipt of Monies form. Put cash and form in envelope, give to Amy Lent.

### Support

We have a team of Coffee Hour hosting "experts" who can help! If you have questions after reading the instructions, feel free to give one of them a call. They are happy to help.

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