

## Coffee Host Instructions

### *Thank you for signing up to be Coffee Host!*

To make coffee hour volunteering easier to approach, we have divided up the instructions so that a committee or other groups can do the job. Your 'team leader' can assign specific roles to individuals in your group. By dividing up the roles into many tasks, more people can participate, and people with time constraints will find parts they can do. The person who signed up as Contact Person is responsible to see that all the roles are assigned. By the way, Coffee Hosting at FUUSA has been done for years by pairs of individuals—and there's no reason why any pair can't sign up still!

### **Overview**

We serve coffee, tea and snacks every Sunday after the service. This year we are adding two foods to 'balance' our food choices a bit, and also to provide a choice for those who are gluten free. You will be reimbursed for the cost of the bagels, rice cakes and apples. Staff does a great deal of the preparation and the clean up. Staff purchases the half and half, butter, cream cheese and coffee and tea. The Sunday morning custodian makes all the coffee and washes all the dishes.

Your group will be responsible for purchasing the three food items, getting them to FUUSA on Sunday morning, and setting up the coffee hour tables before the service. Then after the service, your group will put the food on the tables, carry out the pots of coffee as needed, and circulate keeping the tables tidy, refilling as necessary, and collecting the money. As Coffee Hour winds down, you help gather dirty cups and clear off the serving table.

### **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. If you want one of them to be there on your Sunday to get you started, they can do that, too. They are happy to help.

Our hosting experts are:

Mark Yolles	434-4963	mpy116@gmail.com
Eileen Hoffman	439-8869	emhoff@nycap.rr.com
Tom Henderson	862-9623	hendeidson2@verizon.net
Mike DeVolder	937-3215	victordevolder@hotmail.com
Al DeSalvo	438-0519	ads@nycap.rr.com

*Please send corrections and suggested revisions for these instructions to Amy Lent at [alent@albanyuu.org](mailto:alent@albanyuu.org). Thank you!*

## **WHERE CAN I BUY THOSE BAGELS????**

### **Bruegger's Bagel Bakeries**

#### **Albany**

1116 Madison Ave .....489-2236  
29 North Pearl.....463-4961  
900 Central Ave .....438-6061  
1770 Central Ave .....464-0363

#### **Delmar**

180 Delaware Ave. ....439-0662

#### **Guilderland**

1475 Western Ave .....482-3579  
1800 Western Ave .....464-1125

#### **East Greenbush**

Rensselaer Co Plaza ..... 283-2219

### **Price Chopper Locations with Bagels**

#### **Albany**

911 Central Ave., @Colvin.....482-0280 hit 2 for bagels

#### **East Greenbush**

501 Columbia Tpke. (9 & 20) .....479-4380 hit 3 for bagels

#### **Guilderland**

1706 Western Ave .....456-0349

#### **Guilderland**

Route 155 & 20 .....456-5115

#### **Slingerlands**

1395 New Scotland Rd. ....478-0688 hit 3 for bagels

#### **Glenmont**

329 Glenmont Rd (Town Squire) .....433-4700 hit 3 for bagels

***Please tell Amy Lent if there are corrections that need to be made on this list!***

### DO BEFORE SUNDAY

Who assigned	Task	Task detail
	Check with office during the week for any changes to quantity of food to purchase	Ask staff to tell you if there are a lot of any of the three foods leftover, and change your list accordingly. (Leftover bagels, if any, will be frozen.)
	Order sliced bagels	7 dozen bagels, pre-sliced. Flavors: get mostly plain, add a mix of others like garlic, pumpernickel, cinnamon raisin. Avoid 'everything', salt, and berry as they tend to get left on the plate at the end of the morning! See list of Bruegger's Bagel Bakeries and Price Chopper locations with bagels.
	Buy a bag of apples.	
	Buy two bags of full size plain rice cakes, or small bags of mini rice cakes.	Please buy gluten free rice cakes. (Some brands apparently can't state they are GF because they are not made in a GF facility.) If you get a flavored variety, avoid common allergens like cheese.

### DO BEFORE SERVICE ON SUNDAY MORNING

Who assigned	Task	Task detail
	Pick up sliced bagels, deliver to kitchen.	Purchaser will be reimbursed at end of coffee hour.
	Deliver apples to kitchen.	Purchaser will be reimbursed at end of coffee hour.
	Deliver rice cakes to kitchen.	Purchaser will be reimbursed at end of coffee hour.
	Arrange bagels and rice cakes on platters, put apples in a bowl.	Cover trays with clean dish towels and leave on kitchen table.
	Set up serving tables.	<i>From pantry:</i> 2 tablecloths, 3 price signs, jars for money collection, stirrers, sugar bowls and sweeteners... <i>From kitchen:</i> napkins, plastic basket with tea bags, pitcher of water, small plastic glasses, 2 soup bowls to receive used stirrers and small table trash...
	Plate butter and cream cheese.	Put butter and cream cheese on small plates to start warming up before the service. Leave on kitchen table until after the service.

### DURING THE SERVICE

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.

Your team does not need to be in the kitchen during the service—go enjoy it!

## DO AFTER THE SERVICE ON SUNDAY MORNING

Who assigned	Task	Task detail
	Move food platters and dishes from kitchen to serving table.	This person should leave the service during the last hymn in order to have all the food in place by the end of the service.
	Circulate, manage table.	Two or three people should manage the table during coffee hour, exchanging full pots for empty pots, bring more cream cheese if needed, etc. Tidy up.
	Empty money jars several times.	You should empty the money jars occasionally 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.	One or two people should circulate, picking up empty cups and taking 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. <i>Take to pantry:</i> 3 price signs, jars for money collection, stirrers, sugar bowls and sweeteners... <i>Take to kitchen:</i> napkins, plastic basket with tea bags, unused glasses
	Leftover bagels:	If small quantity, put in plastic bags in freezer. If large quantity, sell to folks before they leave!
	Dirty tablecloths:	Take them home to launder them. Return clean and folded within a few days and put in pantry.
	Complete Coffee Hour Receipt of Monies, reimburse food purchasers.	Count the money taken in and complete the Coffee Hour Receipt of Monies form. Reimburse from the cash those who purchased the apples, rice cakes and bagels. Put cash and form in envelope, give to Amy Lent. If there was not enough cash for all the reimbursements, get a Request for Monies form from the Finance Forms binder in the workroom and complete it, and hand it in with the other form and envelope.