

HELPFUL HINTS FOR COFFEE HOUR

Where to find things:

Coffee pots are located on the wire shelves behind the icemaker. Use the 100-cup pot for regular coffee and set to perk on the wooden serving cabinet in the Parish Hall – the plug is behind the serving cabinet. (80 cups of reg should suffice) Fix a second pot of decaf (40 cups) and perk in a kitchen outlet. **DO NOT PLUG BOTH COFFEE POTS INTO THE PARISH HALL OUTLET.** The decaf pot can be moved to the serving cabinet in the Parish Hall just before Coffee Hour and left unplugged. (Ratio of 1 generous cup of dry coffee to 20 cups of water.) Coffee should be plugged in by 9:00 to be ready on time. Coffee, sweetener, stirrers, tea and hot chocolate are located in the cabinet under the counter coffee maker.

Heat one pot of water for tea and use the white thermos at the pass-thru window with tea bags, sweetener and cups.

Lemonade mix is located in the island cabinet just opposite the coffee maker. Use the large white plastic containers located on the same wire shelves as the coffee pots. Three gallons of lemonade is usually appropriate. Fill container to 10-quart level. Add ½ container of lemonade mix. Add ice to 12-quart level.

Napkins can be found in the top drawer of the island (next to lemonade.) Please use the cups on the wire rack behind the door before opening a new sleeve from the shelf over the sink.

Children's snacks – goldfish, animal crackers are in the coffee cabinet. Suggest leaving one basket of each along with small cups for serving on a children's table to the right of the PH door along with the lemonade. (Elevate the lemonade container so cups fit under the spout.)

How to Set Up:

2-3 buffet tables for food in center of room. 2-3 tables with chairs at far end. Children's snack table to right of PH door with lemonade, snacks. Extra table next to rolling cart with half and half, sweetener, stirrers, napkins and several pitchers of water.

During the Church School session – please prepare a tray to serve 15 “tweens” and have it sent to the Youth Wing. We are trying to minimize “wandering time” for this group by having snacks available in their Sunday school room.

Don't forget Clean Up!

Trash:

Remove all trash from kitchen and parish hall; take trash bags to dumpster. Put new bags in trash cans. Extra bags are next to the microwave.

Parish Hall:

Sweep floor. Broom is in parish hall closet. Put away all chairs and tables.

Kitchen:

DO **NOT** UNPLUG THE BUNN COFFEE MAKER ON THE KITCHEN COUNTER. It leaks when turned off.

Discard leftover coffee, wash pots, dry and put away.

Discard leftover lemonade, wash containers and put away.

Wash, dry and put away all trays and dishes used.

Wipe counters.

Put away all coffee supplies and other materials. Take home any dirty linens to wash and return.

Properly discard, store in refrigerator or take home all leftover food and half and half.