

**COFFEE HOUR INSTRUCTIONS**  
**11:00 a.m. SERVICE**



**Coffee hour supplies are kept in the cabinet to the left of the sink and in the drawers below the coffee maker.**

**BEFORE 11:00 a.m. SERVICE**

- 1. Following the instructions on the Bunn-O-Matic Coffee Maker, Make enough to have two pots of Caffeinated Coffee and one pot of Decaffeinated. Use tap water.**
- 2. If needed, add tap water to the electric hot water pot on tea table. Press the “Reboil” button.**
- 3. Make sure the tables are tidy and that the following are on the tables:**

***On COFFEE TABLE:***

**Spoons and saucer for used spoons**

**Napkins**

**Tray of coffee cups**

**Glass bowl filled with sugar**

**Glass bowl with sweeteners**

**Signs for REAL, DECAF, SOY MILK (if available), and MILK**

**Sign and bowl for contributions**

***On TEA TABLE:***

**Individual teas**

**Spoons and saucer for used spoons**

**Napkins**

**Cups**

**Glass bowl filled with sugar**

**Glass bowl with sweeteners**

**Sign for MILK**

**Sign and bowl for contributions**

- 4. If necessary, add milk to the 2 large clear glass pitchers in the refrigerator.**

OVER

### **During 11:00 a.m. Coffee Hour**

1. Head back to fellowship hall at last hymn
2. Put milk pitchers on tables
3. Keep an eye on the tables making sure they are tidy and that coffee, milk, and cups are replenished as needed.
4. Wash dishes by following the posted instructions above the dishwasher. Be sure to remove any food debris before loading face-down onto the racks.
5. Place clean cups face-down on racks

### **After 11:00 a.m. Coffee Hour**

1. Count donated money from bowls and previous coffee hour. Record on white envelope provided in large manila envelope in instruction binder.
2. Return unused sugar to white sugar container in cabinet.
3. Clean debris from all used dishes, pitchers, etc. And wash in dishwasher.
4. Rinse out airpots. They should never be submerged in water
5. Return supplies to their places
6. Put recyclables in proper containers
7. Empty trash in kitchen and hall and take to dumpster. Put new trash bags into trash cans
8. Please take home and launder the dirty dish towel(s)
9. Please take home any unused milk
10. Unplug coffee maker
11. Turn off dishwasher
12. Return coffee hour tables to their original locations, according to diagram on the plastic cabinet just inside the storage closet door.

*Thank you for your help!*