

2016 Coffee Hour Instructions

9:00 a.m. Service



Coffee hour supplies are kept in the cabinet to the left of the sink, in the refrigerator marked “FPC Guest Table” and in the plastic drawers below the coffee maker.

BEFORE THE SERVICE

1. Arrive at the FPC kitchen at 8:15 a.m.
2. Make sure the power to the coffee maker is on (the light on the timer should glow blue). If it is not already on, push the button to turn on the power. The coffee maker has to heat for 20 minutes before it's ready to brew.
3. Turn on the dishwasher.
4. Set up a long, 8-foot table for coffee to the right of the kitchen doors in Fellowship hall (just to the left of the storage closet), another 8-foot table for tea and toast to the far left of the kitchen doors, and a short table between the kitchen doors for used cups.
5. Following the instructions on the coffee maker, make 2 airpots of regular coffee and one airpot of decaffeinated coffee. Use cold tap water. Coffee and filters are located in the plastic drawers below the counter, next to the recycling bins.
6. Fill the electric hot-water pot with tap water, place on the tea table, and plug it in.
7. Fill the two stainless “Milk” containers with milk and secure lids. Put one on the coffee table and the other on the tea table. **Do not mix up the milk lids/containers and the soymilk lid/container. We have children with severe dairy allergies.**
8. Fill the stainless “Soy Milk” container with soymilk from the refrigerator and add the “soy” lid. Put it on the coffee table. Do not mix up the milk lids/containers and the soymilk lid/container. We have children with severe dairy allergies.
9. On the coffee table, set up:
 - a. 2 airpots of regular coffee and 1 airpot of decaffeinated coffee.
 - b. One insulated carafe for milk, and one insulated carafe for soy milk.
 - c. Wooden stirs OR a large cup of clean spoons and a small plate to collect used spoons.
 - d. Napkins
 - e. Tray of coffee cups
 - f. Two trays of sweeteners

- g. Small ceramic signs for Regular, Decaf, Milk, and Soy Milk.
- h. Collection bowl and sign for donations

10. On the tea table, set up:

- a. Electric hot water pot
- b. Tea box with a selection of teas
- c. One insulated carafe for milk.
- d. Wooden stirs OR a large cup of clean spoons and a small plate to collect used spoons.
- e. Napkins
- f. Tray of coffee/tea cups
- g. Two trays of sweeteners.
- h. Two toasters, plugged in.
- i. Loaf of bread and bag of bagels or other snacks as available. **Please do not put out snacks that include peanuts or tree nuts. We have children in the congregation who have life-threatening nut allergies.**
- j. Jam and butter from the refrigerator
- k. Knives for spreading Jam and butter.
- l. Collection bowl and sign for donations.

DURING COFFEE HOUR

- 1. Put a tray on the short table to collect dirty cups.
- 2. Keep tables tidy and replenish supplies as needed.

AFTER COFFEE HOUR

- 1. Wash out cups and run them through the dishwasher/sanitizer. The dishwasher doesn't really "wash" the cups. It sanitizes them. Coffee rings or food debris will need to be cleaned off by hand. Follow the directions on the dishwasher.
- 2. Return clean cups face-down to trays.
- 3. If one or more of the airpots are empty (or close), please wash the airpots.
 - a. Open the top and remove the pump mechanism. Pull off the little black spout and the rubber ring. Throw all three pieces into soapy water and let set for a minute while you clean the rest of the airpot.
 - b. The big black top to the airpot can be removed. There is a release latch at the back of the lid, near the hinge. Each one varies a bit, but you need to pull down on the tab and then lift off the lid.
 - c. Dump out any remaining coffee, then fill the airpot with warm soapy water. There is a white, stiff bottle brush with a long handle that can be

- used to brush the bottom of the airpot. Be careful pulling it back out of the airpot though because it tends to splatter.
- d. Rinse out all the pieces and let them air dry.

thank you