

Coffee BREWING Instructions:

Push the **RED** ON/OFF switch to ON

Push the warmer button to ON

Wait for the green light to go on to indicate the water is hot (about 5 mins)

Use the coffee pot labeled “decaf” if making decaf coffee

Place a paper filter in the coffee filter basket

Empty coffee grounds into the filter basket:

1 bag of coffee for 12 Cups

2 bags of coffee for 24 or 36 Cups

Once the coffee grounds are in the filter basket, slide it back in

To brew 12 Cups (1 bag of coffee):

Turn the switch to “1” on the coffee machine

Push the **GREEN** brew button ONCE to add enough water for 12 Cups

To brew 24 cups (2 bags of coffee):

Turn the switch to “2” on the coffee machine

Push the **GREEN** brew button ONCE to add enough water for 24 Cups

To brew 36 cups (2 bags of coffee):

Turn the switch to “1” and push the **GREEN** brew button once to add enough water for 12 Cups

When the water stops dripping, turn the switch to “2” and push the **GREEN** brew button once more to add enough water for 36 Cups

For Hot Water for Tea use an air pot labeled “Hot Water”. Add hot tap water to the air pot to warm it for a few minutes, then empty the water. Fill the air pot with hot water from the spigot located at the top of the coffee machine.

Coffee CLEAN-UP Instructions:

Return all coffee pots, burners, cold beverage dispensers and supplies to the Kitchen

Push the ON/OFF switch to OFF on the coffee machine

Push the warmer button to OFF on the coffee machine

DUMP the coffee grounds from the filter baskets

Rinse out filter baskets with hot water and return to coffee machine

DUMP all left-over coffee from the coffee pots

Rinse out coffee pots with hot water. Dry with paper towels. Return coffee pots to the coffee machines and put extra coffee pots in the cabinets

Empty "Hot Water" air pots and put away in cabinet

Wash cold beverage dispensers. Dry. Leave on counter with tops off for drying

Wipe down all tables and serving surfaces in the Glory Café

Wipe down kitchen counters and around sinks

DO NOT leave dishes in the sink or on the counter. Wash, dry and put all dishes away!

DO NOT leave any leftover food in the refrigerator. Give away, take home or throw out!

DO NOT take garbage to the dumpster. Put any full bags in large garbage cans in the Janitors closet.

DO clean out the sinks!

DO leave dirty dish towels in the black basket under the small kitchen sink to get washed!

DO clean the stove and the wall and floor around the stove if you use it!

Coffee CREW Task List:

- Make Coffee
 - REGULAR – Need 2-4 pots each Sunday – 2 packets/pot
 - DECAF – Need 1-1.5 pots each Sunday – 2 packets/pot
- Prep Coffee Serving Table in Glory Cafe
 - 2 coffee burners – Plug in & Turn on
 - 2 spill trays
 - Napkin holder
 - Hot drink cups (around 100 to start)
 - Cream – pour in cold Tumbler OR set out Mini-Moos
 - Coffee service tray
 - Sugar (white packets) – fill one section
 - Equal (blue), Sweet-n-Low (pink), Splenda (yellow), Truvia (green) - split sweeteners equally in second section
 - Coffee stir sticks / straws
 - Assorted tea packets – fill third section
 - Hot water for tea (in air pot)
- Trash Can – place near Coffee Table
- Cold Drinks Serving Table in Glory Cafe
 - 2 drink container stands
 - 2 spill trays
 - Napkin holder
 - Cold drink cups (around 50 to start)
 - Lemonade with ice (4 pitchers full aka 2 gallons to start)
 - Water with ice
- Check supplies, fill out request form (located on kitchen wall) and place under Amy's office door, as needed
- Check Coffee Crew schedule (located on kitchen wall) for accuracy and notify Amy if changes are needed
- Clean up: see Coffee CLEAN-UP Instructions (located on kitchen wall)

Coffee SUPPLY Locations:

- Air Pots for Hot Water – in lower cupboard left of the left sink
- Coffee Burners – to the right of coffee machines
- Coffee Packets – drawer to right of coffee makers; surplus on rack under center tables or in kitchen storage closet
- Coffee Pots – on coffee machines; surplus in cupboard below the coffee machines
- Cold drink dispensers – on counter next to the right sink
- Creamer / Half & Half – in refrigerator
- Cups (hot & cold) – in lower cupboard in front of refrigerator; surplus in box near microwave or in kitchen storage closet
- Filters – on top of coffee machines; surplus on rack under center tables
- Ice – Freezer
- Lemonade mix – cupboard above microwave
- Napkins – in rear cupboard in front of oven
- Napkin Holders – on rack under center tables
- Spill Trays – under coffee machines
- Stir sticks / straws – in coffee supplies cupboard in front of oven; surplus on rack under center tables or in kitchen storage closet
- Sugar, Equal, Sweet-n-Low, Splenda, Truvia – in coffee supplies cupboard in front of oven; surplus in kitchen storage closet
- Supply Request Forms & Schedule – on wall near right sink
- Tea packets – in coffee supplies cupboard in front of oven; surplus on rack under center tables