

# Coffee Time



Revised: January 2018

## When you arrive:

- Turn on dishwasher to warm up.
- Make 2 large air pots of regular coffee and 1 large air pot of decaf
- Make small pots of regular and decaf to refill large pots as needed.
- Fill serving trays with donuts/food
- Fill 4 pitchers with water and place in fridge to cool
- Make 4 pitchers of lemonade.

## Setting the tables:

Fellowship Hall Tables:	Fellowship Hall Serving Tables	The Commons Coffee Counter:
<ul style="list-style-type: none"><li>• Tablecloths</li><li>• Centerpieces</li><li>• Information cards</li></ul>	<ul style="list-style-type: none"><li>• Table Cloths</li><li>• Food trays</li><li>• Air pots of regular &amp; decaf coffee on drip tray</li><li>• Sugar/sweeteners , creamer pitcher, stir sticks;</li><li>• Two pitchers of water</li><li>• Two pitchers of lemonade</li><li>• Clean coffee cup cart</li><li>• Clean glasses cart</li><li>• Donation lantern (if no sponsorship)</li><li>• napkins</li></ul>	<ul style="list-style-type: none"><li>• 2 trays of food</li><li>• 1 large airpot of coffee on drip tray</li><li>• 2 water pitchers</li><li>• 2 lemonade pitchers</li><li>• 1 tray of clean mugs/cups</li><li>• 1 tray of clean glasses</li><li>• Napkins</li><li>• Sugar/sweeteners</li><li>• cream</li></ul>

**Coffee Time Service** Keep an eye on the Fellowship Hall Serving Tables/The Commons Coffee Station, refilling with supplies from the kitchen as necessary

## 10:30 Clean Up:

Return centerpieces to Coffee Time Cupboard

Wash and put away dishes.

Return chairs and tables to the chair room (across from the Fellowship Hall)

Refresh The Commons Coffee Counter

Lock Coffee Time cupboard and return key to kitchen hook.

Take note of amount of coffee served in Coffee Time Binder.

**11:30 – 12:15** Keep an eye on the Commons Coffee Station, refilling with supplies from the kitchen as necessary from 11:30 – Noon. Quick clean-up of The Commons Coffee Station from Noon – 12:15. Return clean and dirty dishes to the kitchen.