

REFRESHMENTS INSTRUCTIONS

for

Sunday Morning Fellowship Hosts

ORIENTATION

(Please read before you begin)

Turn lights on in Fellowship Hall using panel on south wall and west side at top of north stairs. The kitchen is organized so that all drawers and cupboards are numbered. For example, (25L) is cupboard 25 “Lower” and “25U” is cupboard 25 “Upper”.

- A. Store your personal belongings in cupboard (27L), which is in the aisle to the left of the windows as you enter the kitchen.
- B. Wash your hands in the hand-washing sink which is in the aisle to the left of the windows as you enter the kitchen. Extra paper towels are in (27L).
- C. Disposable gloves are found in drawer (35L), which is located in the worktable in the center of the kitchen, and should be worn when touching food.
- D. Most supplies are located in cupboard (4U) next to the coffee machine. See Separate Supply List. Extra napkins and styrofoam cups are located in cupboard (13U and 10U), respectively. Extra coffee, tea, coffee filters, and lemonade are located in cupboard (8U), which is locked. The key is found in the red “Kitchen Maintenance Notebook” which is located in the drawer of the stainless steel table as you enter the kitchen.
- E. Retrieve this week’s cookies from the Office. They are on the counter across from the copy machine. Leftover cookies from the previous week should be used first and are found in the freezer.

Note: If you can’t open the freezer door, there may be a vapor lock, so go around and open the opposite door, and the original one will open.

- F. **From September through May**, a list of beverage and cookie requests from the 10AM Education Classes is posted inside (4U).
 1. **Have preparations completed by 9:40AM.**
 2. Use gold carafes for “Regular Coffee” and white carafes for “Decaffeinated”, from (3U). Styrofoam cups are located in (4U and 10U). Creamer/Sugar sets are in (4U) and (5L).
 3. Cookies are placed on a plate from (9L). Napkins and stirrers are in (4U).
 4. Place on the island across from the dishwasher, and a representative from the class will pick up.

ARRANGING AND PREPARATION

(These instructions assume at least a two-person hosting team.)

- A. First get a clean towel and dish cloth out of drawer (35L), which is located in the worktable in the center of the kitchen, and then:
- B. Immediately begin PREPARING COFFEE. During September – May, you will need to prepare more coffee immediately after accommodating the requests from the education classes. **EACH CUBE MUST BE COMPLETELY EMPTY BEFORE BEGINNING OR YOU WILL HAVE A FLOOD.** Remove the cube, and then remove the lid by tilting handle on the right side to release the lid and check for coffee. Pour out any coffee.
 1. Obtain scissors, coffee filters and coffee packets from (4U).

2. Slide one coffee basket out and place a coffee filter into (and on top of) the basket's wire insert. **Tuck the filter securely around the edge of the basket to keep coffee grounds from getting in the coffee.**
3. Cut open 4 packets of "Decaffeinated" and pour the ground coffee into filtered baskets.
4. Slide the basket back into machine. **Make sure the basket is pushed in all the way.** If not pushed back completely, you will have a flood on the counter/floor!
5. Repeat Steps 2-4 for the other basket using "Regular" coffee.
6. To turn on the coffee maker, press the **left** side of the **WHITE ON/OFF BUTTON**, which is located in the center of the control panel.
7. Press the **left** side of both **RED WARMER BUTTONS**.
Note: The round lights above the buttons will come on and stay on indicating that the warmers are on and will keep the coffee hot after it is made.
8. Press the **left** side of both **GREEN BREW BUTTONS**.
Important: Only press ONCE. If you press twice, the water will automatically flow a second time and the machine will overflow!!
Note: After a short delay, all lights will be on. When the coffee is done (approximately 5 minutes later), green lights will go out.
9. When the coffee is finished brewing, carefully remove the basket and carefully empty filter and grounds into the garbage can.
10. Make more coffee if needed using new filters and new coffee packets. Do NOT start next brewing cycle until the storage cube is empty (use carafes as needed to empty out).

C. Immediately begin arranging COOKIES on two blue trays located in (38L).

D. Prepare Lemonade and Water - See "Sweet Table" Diagram for Placement

1. Obtain 7 plastic pitchers from (1U). Five are for lemonade and two are for water.
2. Pour 4 scoops of lemonade powder from (4U) into each of the five pitchers, and fill to 3 inches from the top with cold tap water. Stir well. May be refrigerated until needed.
3. Add ice to each pitcher of lemonade before serving and place on table.
4. Prepare two pitchers with water and ice
5. Monitor usage and make more lemonade and/or water, if needed.

E. Raise the three Self Service Windows by using the handles on the Fellowship Hall side of the kitchen and turn lights on in Fellowship Hall.

F. Raise the soiled dish window, which is located at the far end of the kitchen. If this window is locked, the key (marked "YI") is located in the red "Kitchen Maintenance" Notebook, which is kept in the worktable drawer directly opposite the coffee machine.

Note: Be sure a DARK BROWN rack is there for coffee cups only. Be sure a BEIGE rack is there as well for pitchers, glasses, plates, etc.

G. Arrange the "Sweets Table" and "Creamer-Sweetener Table" as shown in the diagrams. Place rectangle tablecloth from 25L on "Sweets Table".

H. Arrange the three "Self-Service Windows" as shown in the diagram.

1. COFFEE

Note: Each storage cube holds about 25 cups or 5 carafes of coffee.

Obtain the two coffee warmers from (19L) which is under the sink by the ice machine and place one at two of the service windows and plug in. (See Self Service Window diagram).

- a. Place a cube of the brewed coffee on each warmer. Cubes are heavy so be careful when moving to the warmer.

- b. Coffee cups are located in (17L and 18L).
 - c. Monitor the cubes to insure there is enough coffee and make more if needed.
Note: We usually make three “regular coffee” and one “decaf”.
2. HOT TEA
- a. Fill stainless teapot and/or small white carafe with hot water from the coffee machine by pressing the GOLD HOT WATER button on the top, while you hold the teapot under the spigot below.
 - b. Refill periodically to insure water is still hot.
 - c. Obtain an assortment of tea bags, napkins, and stirrers from (4U)

CLEANING-UP

Leave the soiled dish window open for late returns.

- A. Turn off Coffee Machine.
 - 1. Press the right side of the “square” buttons under the round buttons so all of the lights go out.
 - 2. Turn off the WHITE ON/OFF BUTTON. Be sure the light goes off.
 - 3. THERE SHOULD BE NO LIGHTS LIT ON THE COFFEE MACHINE.
 - 4. Empty cubes and wipe out.
 - 5. Return warmers to (19L).
 - 6. Restock supplies.
- B. Return creamers, stirrers, teabags, etc. to (4U).
- C. Place remaining cookies in a plastic bag from (29L), date, and place in freezer.
- D. Take any used and unused coffee cups to the soiled dish window and place on the DARK BROWN rack.
- E. Empty the lemonade pitchers, gold and white carafes, and water pitchers, rinse, and place on the BEIGE rack in the soiled dish window counter.
Note: Other volunteers will wash the cups and the pitchers.
- F. Wipe-up spills on kitchen counters and tables.
- G. Put soiled towel(s) and dishcloth(s) into the blue laundry basket across from the coffee machine.
Note: Other volunteers will do the laundry; please don't take them home to wash.
- H. Retrieve the money from the “Pink Pig”, and place in an envelope which is found in (4U).
Record the amount, seal the envelope and place in June's box at the far end of the church office workroom.
- I. **DOUBLE CHECK TO BE SURE:**
 - 1. Any open window is shut
 - 2. Coffee Machine is turned off: (all lights are off)
 - 3. Icemaker lid is shut
 - 4. Refrigerator and Freezer Doors are closed
 - 5. Service Windows are lowered
 - 6. Lights are turned off in kitchen and Fellowship Hall
 - 7. Doors are closed into kitchen

THANK YOU!!!

The Congregational Life Committee thanks you for serving as a Sunday Morning Fellowship host(s). If you have suggestions that may improve this process, please write them down on the “Suggestions and Supplies Needed” form on the clipboard in the kitchen. We appreciate your input.