

## Instructions for Coffee Hour Serving

**Day before:** Purchase treats for coffee hour (Winter: 160-200 pieces, Summer: 120-150 pieces).

You may choose to cut rolls into smaller portions to make the necessary amount. Plan for 1- 1 ½ gallons of juice/lemonade/kool-ade.

### **Sunday, 830am:**

Make coffee: “recipe” is on the wall to R of refrigerator

Equal exchange coffee is to L of refrigerator – place payment in the envelopes found with the coffee. More equal exchange coffee can be found in closet in room behind

kitchen. (\*\***Fair Trade Coffee:** The UMW provides this special coffee as a mission project. By using this coffee we are supporting the small production farmers in their coffee trade. It does cost more than regular store bought coffee so we do ask for reimbursement. The envelopes beside the coffee (on the counter to the left of the refrigerator) can be used for this.)

### **If you would rather, you may bring your own store bought coffee to use for coffee hour**

Winter time make about 75 cups regular and 50 cups decaf

Summer time make about 50 cups regular and 30 cups decaf

Never plug 2 coffee pots in the same plug in the kitchen as it will blow a fuse

Prepare trays of treats: Cover with clean dish cloth until time to serve

Set up “T” tables: Table cloths (optional) – found in closet in room across hall from kitchen

Sign of who is serving the coffee hour

Napkins (extras are in closet in room behind kitchen)

Donation basket/bowl

Coffee cups (if you note stains please set aside for special cleansing)

Creamer/sugar/spoons at each end of table with coffee

Make/chill juice/lemonade: Recommend at least 2 –3 pitchers prepared

Set out serving glasses at large serving window

Make 1 pitcher of ice water

Fill electric tea kettle (will plug it in just as church service ending)

Set out tea bags, sugar, spoons and cups at large serving window

Make up a cart on wheels for placement in the basement education wing hallway: pitcher of juice, pitcher of coffee, glasses/cups, plate of goodies, napkins, condiments for the coffee, spoons for stirring coffee.

### **Sunday 950am to 10am:**

Move coffee pots to serving location on each end of table - labels (decaf/regular) are on the bulletin board (decaf toward education classrooms)

Plug in electric tea kettle - takes only 2-3 minutes to heat water (Never plug kettle in with coffee pot perking as this will blow a fuse)

Place serving trays of rolls/treats on serving table

Take coffee/juice cart to basement education wing hallway.

Replenish cups/glasses as needed on the serving table

If using coffee carafes they should not be washed in the dishwasher – can be rinsed and put in drainer to drip dry

**By 1030am** take a serving cart to the social isle for the 2<sup>nd</sup> service:

1 thermos of decaf

1 thermos of regular coffee

1 pitcher of juice/lemonade or water

1 dinner plate of rolls/treats

1 container of creamer/sugar with plastic stirrers or spoons

Napkins

About 10-15 cold cups and 15-20 coffee cups – PLEASE use disposable ones found in lower corner cabinet to Left of refrigerator

Leave the cart throughout the service – the Sunday custodian will remove it after the service

**Clean-up:**

Start dishwasher – directions at top of dishwasher and on the bulletin board

Wash cups/glasses as they are turned in – tea cups take some extra scrubbing

All cups and glasses that have been set out have to be washed even if not used

Wash all serving trays/plates

Return education wing cart to kitchen – clearing it off and wiping it down.

Put **ALL** washed dishes away

Wash coffee pots

Rinse tea kettle

Wash all tables – round sitting tables and the serving tables

Wash all surfaces used in the kitchen

**Do not** leave any leftovers as they just do not get used

Turn dishwasher off – follow directions on top of washer or on bulletin board

Payment envelop for equal exchange coffee should be placed in UMW mailbox in church office

If you note any concerns in the kitchen or supply needs, please contact Julia Holscher 743-2717 or write a note on the steno pad on the bulletin board over the large stainless steel sinks.

updated Oct. 2009

