

COFFEE HOUR INSTRUCTIONS

GENERAL INFORMATION: About a week prior to your assigned coffee hour, contact the other members of the coffee hour team to determine who is bringing what food. General food groups provided at coffee hour are fruits, veggies, carbs, protein, and sweets. Regular coffee, decaf coffee, and tea setup should be ready by 10:00 am on the white desk in the Narthex area.

Coffee hour usually takes place in the Narthex. The kitchenette on the ground floor is available for prep work if you wish but the kitchen on the second floor has more space and most of the items you'll need for preparation are located there. Also, place the garage ticket validation machine, (usually in the church office), on the white desk in the Narthex so members can validate before and after coffee hour.

Use the white desk in the Narthex for all of the beverages. Place the hot water thermos and tea box closest to the wall, then the decaf, then the regular coffee, and cold beverages on the end; this keeps the most popular beverages within the easiest access. Two large tables will be in place near the white desk and closet for coats and storage. Avoid setting more than two café tables and chairs in the area between the desk and the column as it creates a traffic jam around the coffee pot; keep the two tables nearer to the column. Also, avoid placing chairs or trash containers between the round table and the walls as this also creates a traffic jam.

CATERING KITCHEN: The second-floor catering kitchen has a large worktable, refrigerator, freezer, microwave, etc. There is a stainless steel cart that can be used for moving coffee and water dispensers, serving platters, and other items down to the Narthex.

SUPPLIES: The supplies, equipment and dishes needed for preparing for Coffee Hour are stored in the catering kitchen on the second floor (2K) or the kitchenette on the first floor (1K). Additional supplies are in the Community Hall closet on the second floor.

Item	Location
Coffee hot water dispensers	2K – next to coffee brewer
Coffee & filters	2K – wall cupboard next to brewer
Water Pitchers	2K - metal cabinet under coffee system
Paper goods – cups, napkins, plates, flatware	2K – wire cage located next to brewer
Coffee cup lids	1K – wall cabinet over sink
Basket for Tea	1K – wall cabinet
Acrylic coffee condiment box	1K – wall cabinet
Serving plates	2K – wire cage
Serving bowls	2K – shelf under worktable (ice machine side)
Cake stands	2K – under counter cupboard, below microwave
Knives and utensils	2K – worktable drawers
Sugar and artificial sweeteners	1K – drawers
Creamora	1K – wall cabinet
Wooden coffee stirrers	1K – wall cabinet

PUT CLEAN DISHES AWAY: Take a moment to put away properly any dishes, utensils, etc. that were left to dry on the sink drain board the previous week. This will give you a place to dry the dishes you wash.

DIRECTIONS FOR COFFEE & TEA: The coffee brewing system is in the catering kitchen. If there is a designated early bird person on your Sunday, this person will brew a thermos of regular coffee and a thermos of decaf, and prepare a thermos of hot water at 9:00 am for the choir and Bible Workbench folks. If there is not a designated early bird person, someone from your team should come early to do this. You will need to keep an eye on the amount of regular coffee consumed before worship starts. If the thermos is half empty before worship you'll definitely need another before coffee hour is finished. If the glass tubes show a thermos to be empty, loosen the cap at the top to be certain it's accurate.

Be certain that you do NOT brew regular coffee into the thermos labeled for decaf. If you serve caffeine to folks expecting decaf, CoP is not responsible for the consequences. Also do not brew regular or decaf coffee in the thermos marked for TEA.

We have determined that the coffee stays good even two hours after it brews. It takes approximately five minutes to brew a full batch.



Detailed instructions for the brewing system are posted in the kitchen on the front of the wall cupboard next to the brewer. A simple outline follows on the next page.

1



The machine will be on and the reservoir water ready to brew when you arrive.

2



Prepare a brew basket with a filter and coffee from the wall cupboard. The coffee packets are pre-measured for the size of the thermos.

3



Slide the brew basket completely into the rails.

4



Place a clean, empty thermos under the brew basket (with the black plastic cap in place).

i1
i2
i3
i4

5



Select the top brew button which is lit and hold it in one second to start the brew cycle. You will hear the machine "click", the STOP button will illuminate, and the selected BREW button will flash, indicating that brewing is in progress.

6



When the brew cycle is finished, the STOP button will extinguish and the BREW button will continue flashing, indicating that coffee may still be dripping from the bottom of the brew basket. Before removing the brew basket or thermos visually verify that dripping has stopped.

7



Place a drip tray to catch any drips from the basket.

8



Be sure to attach the top handle to the thermos after the coffee is brewed.

For hot water for the tea, you will need to hold a thermos (without the black, plastic cap on it) underneath the spigot on the front of the machine and hold in the hot water switch. Once it is full, insert the black plastic cap and secure the second metal cap. (You may also use a pitcher to fill the hot water thermos.) Use of plastic pitchers for ice water is also available.

Notes: A sensor will prevent the brewer from operating if the brew basket is not all the way in. A brew basket lock will prevent removal of the brew basket during brewing and dripping. You can brew two thermoses at the same time.

In the first floor kitchenette, double check that the coffee condiment box and the tea basket are fully stocked. Additional supplies to include coffee cup lips and sleeves are in the cupboards and drawers of the first floor kitchenette if anything needs to be restocked.

Place a pitcher of water, a pitcher of lemonade, the tea basket and coffee condiment acrylic box along with creamer on the desk. Note: there is plenty of ice in the ice machine — Please remember to **NOT LEAVE THE ICE SCOOP IN THE ICE BIN!**

Use the platters, bowls, and baskets in the second floor catering kitchen for the snacks. The Christian Education Commission takes care of providing snacks for the Sunday School classes.

CLEAN-UP: Clear and clean up for coffee hour; please wash the platters, bowls, and utensils you used and leave them to air dry on the drain board in the second floor kitchen. Please use the large three-compartment sink for this. The sink next to the coffee brewer is for food preparation, using it for dishwashing is a violation of the DC health code. Wipe down the kitchen counters and worktable and the desk and table in the Narthex. Take the coffee and hot water thermoses back up to the catering kitchen, dump and clean the large thermoses; place back by the coffee making station with the drip catchers. The cups, the tea basket and the coffee condiment box on the desk returns to the small, prep kitchen on the first floor. Dispose of the grounds in the trash, not the disposal. Be sure to rinse any remaining grounds from the brew baskets. Return all items to their assigned storage space as noted above. Do not leave any open boxes of food, take them home or dispose of them. Unopened food items may be left in the refrigerator, freezer, or in the big, blue bin on the worktable. If there's no room, take it home.

Only for July 2015. Unity Church will be moving to another location starting in August 2015 so this paragraph is only good for July 2015 -- Unity (the other church that uses the sanctuary) will arrive in the Narthex at 12:30 pm to begin setting up their coffee hour and at that point you should be pretty much done. Please wash the platters, bowls, and utensils you used and leave them to air dry on the drain board in the second floor kitchen. Please use the large three-compartment sink for this. The sink next to the coffee brewer is for food preparation, using it for dishwashing is a violation of the DC health code. Wipe down the kitchen counters and worktable and the desk and table in the Narthex. Leave the coffee and hot water thermoses, the cups, the tea basket and the coffee condiment box on the desk (don't empty them) – Unity will use these items and then clean them up. If a thermos is empty, Unity will brew additional coffee, don't do it for them. Dispose of the grounds in the trash, not the disposal. Be sure to rinse any remaining grounds from the brew baskets. Return all items to their assigned storage space as noted above. Do not leave any open boxes of food, take them home or dispose of them. Unopened food items may be left in the refrigerator, freezer, or in the big, blue bin on the worktable. If there's no room, take it home.

If you notice that we are running low on anything please notify a CoP member. If you take dish towels home to launder, please be sure to bring them back!

A broom and dustpan are in the coatroom on the first floor, please sweep up any spilled food, crushed, crackers, etc. and also wipe up any coffee or other beverage spills on the floor.

THANK YOU for doing the coffee hour!

COP Commission: Grace Bassler and Andrea Weber – co-chairs, Katherine Antos, Faith Brightbill, Tina Kopilchack, Fredda Sparks, and Liz Warren

July 2015