

COFFEE HOUR VOLUNTEER

April 2007

Role: To provide refreshments and prepare beverages for Sunday coffee hour.

Responsibilities:

1. Get coffeemaker with basket assemble from bottom cupboard to the left of the sink. With basket and stem removed, fill with cold water to desired cup marking. Place stem into heating unit in bottom of coffeemaker, then put basket on stem. The coffee is kept in the refrigerator or freezer. Measuring cups are in the upper cupboard to the left of the sink. Spread the recommended amount of ground coffee evenly into the basket. Plug in. Recipe: 36 cups water level and 1 3/4 measuring cups coffee.
2. Fill small coffeemaker with water for tea and hot chocolate. There is no need to use the basket assembly. Plug in.
3. Place these items on the counter to the left of the sink:
 - Coffee cups—upper cupboard to the right of the sink (or in dishwasher)
 - Spoons—drawer to left of the sink
 - Napkins—cupboard to the left of the refrigerator
 - Creamer, sugar, sugar substitute—cupboard to the left of the sink
 - Teas (black and herbal), hot chocolate—cupboard to the left of the sink
4. Juice is optional. Powdered lemonade is located in the upper cupboard to the left of the sink. Pitchers are located in the cupboard over the stove.
5. Arrange refreshments in the pass-through window.
6. RELAX for a while and enjoy the program! When question and answer session begins to wind down, complete preparations.
7. When everyone is done, put food items away. Unplug and empty the coffeemakers.
8. Load the dishwasher, add detergent (located under sink) and start. The dishwasher must be run every Sunday, even when it is only partially full.
9. Clean the kitchen counters.
10. Before you leave, check that all lights are turned off and doors are locked. Thermostats (in meeting room and main hall) should be set at 85° in the summer and 55° in the winter.
11. If you are the last ones out of the church, check that all door are locked.