

PREPARING FOR SUNDAY FELLOWSHIP HOUR

CHECK IT OFF !

WASH/SANITIZE YOUR HANDS. WEAR GLOVES IF TOUCHING FOOD.

- Bring up all pots to the kitchen counter and check for cleanliness.
Add a spout to each pot
- Place 3 pots on the brewing stations and add just enough water to each brewing station to turn the light from green to red. This flushes out any stale water.
- Fill the tea water urn located on a bottom shelf next to large garbage can by the industrial dishwasher. Plug it into the outlet on the wall above the garbage can. This outlet can handle the draw required to heat the water.
- Go back to the brewing stations and empty the three pots if the light is green. Careful! The water is hot.

Begin brewing the coffee: Detailed brewing instructions are posted on the cupboard above the brewing stations. Brew all of the pots. Add the orange spout cover to about 1/3 of pots and use them for decaf.

Place 3 pots on the 3 brewing stations.

Fill the brewer basket with a filter and 1 cup grounds.

Be careful to match the reg and decaf grounds w the reg and decaf (orange) pots.

Fill the plastic pitcher to the embedded "line" near the top of the pitcher.

Pour one pitcher of water into each of the brewer reservoirs.

Monitor.

Close the pots when brewing is done. The green light will come on.

Place the used grounds in a plastic container (stored next to the large garbage can).

Continue the brewing process until all pots are full.

- While the coffee is brewing, set up the serving bar. There will be 4 stations – 2 on each end of the bar. To set up the bar gather on a cart **4 of each** of the following items.

Each station will have:

sugar bowl,

artificial sweeteners,

powdered creamer pitcher **or** 1/2 & 1/2 if we have any in the frig,

one glass container with clean spoons,

one glass container with soapy water for dirty spoons,

multiple non-paper cups

napkins.

Add regular coffee pots to one station at either end and add decaf pots to one station at either end.

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- In the center of the serving bar place two trays of snacks and two napkin baskets. Snacks/cookies are located in the cupboard on the west wall.
- Add the DECAF and REGULAR signs in plastic holders to the stations. These are located in the upper cupboard nearest the West kitchen door.
- Set up the tea / hot chocolate station on the counter between the two kitchen doors. **Carefully** move the **hot** water urn to this counter and plug it in.

On the counter add:

tea bag basket,
sugar bowl,
artificial sweeteners,
powdered cream pitcher **or** ½ & ½ if we have any in the frig
hot chocolate mix
glass container with clean spoons,
glass container with soapy water for dirty spoons,
multiple non-paper cups
napkins.

Also, add the donation and name tag basket.

- Set up the children's cart. Use juice in the frig first. There is extra juice in the cupboard next to the refrigerator. Use the cart located under the counter in the middle of the kitchen. See the picture and list of items to put on the cart located on the cabinet by the snack storage area. Use the non-paper small clear cups for snacks and for drinking cups. Cover the juice pitchers with plastic wrap or loosely with paper towel. Wheel the cart to the children's area.
- The "Green Team" will be in the kitchen during Fellowship Hour to gather and wash the plastic cups.

(On choir days, the choir will come into the Fellowship Hall about 9:45. They look forward to having coffee and tea and a plate of snacks available for them.)