

Coffee Hosts: Set-Up & Beverage & Snack Preparation

8:20 - 9 am and 10-10:30 am (two service Sundays)

9:30- 10 and 11- 11:15 (one service/summer Sundays)

Half and Half	Half and half should be in the refrigerator for use on Sunday mornings (provided by Hospitality budget)
Baked treats/snacks for Sunday	**Hosts are not obligated to purchase or provide baked goods on their Sunday, though some hosts (and other members) may be inspired occasionally to provide some snacks. Cynthia Daube has arranged for weekly bakers who usually provide baked goods for coffee hour. We try to post the baking schedule on the kitchen refrigerator & in the weekly E-News. The treats should be at church on Sunday morning by 8:30 (2- service days; 9:30- one service days) & already cut to smaller servings (check refrigerator/freezer). Feel free to check the freezer for leftover items which can be used on Sunday mornings.
Sun. 8:20 - 9 am (2 services) or 9:30 - 10 (one service Sundays)	<i>Put on your name tag and your team's tag/identifier.</i> - Turn on dish machine (on/off button on top left): follow machine directions on cupboard above white sinks. If you notice gallon soap & rinse containers getting low, leave note for Erika in office. Wait at least 20 minutes for middle wash temp gauge to read 150 degrees.
<i>Commons set up</i>	-Check the area at the bottom of the elevator and into the Commons to make sure that supplies or furniture are not blocking the path between the elevator and areas where food and drinks are available in the Commons. Within the Commons near the entrance to the elevator, there should be a 5' space between the rectangular and circular tables. -Set up coffee, drinks, and treats so persons with disabilities can more easily participate. If there are treats consider placing a small plate of treats on the table near the hot water dispenser or provide assistance as needed or requested.
<i>Location of supplies</i>	Most coffee pots-supplies are in tall cupboard to right of triple sink (brushed stainless pot is marked for hot water only, shiny stainless 36 cup pot is used for decaf, large cylindrical brushed stainless 100 cup pot is used for regular); on counter to left of triple sink-12 cup drip pot paper filters are in drawer to right of refrig-water pot with red trim & hot pot; extra coffee is in freezer).
<i>Regular coffee prep</i>	Regular coffee goes in 100 cup (largest pot); fill w/cold water to 100 cup line; use full 16 oz. bag of Cafe Justo coffee. Put pot on left (view from inside kitchen) end of counter, plug in box w/grounded outlets & use power strip extension if needed, make sure button on front, bottom of pot is turned on. (Summer/one service Sundays- 80 cups (4/5 bag), though on <u>heavily attended Sundays</u> we might still recommend making 100 cups using 1 bag of Cafe Justo regular.)
<i>Decaf prep</i>	Make 24 cups of decaf in 30 – 36 cup pot; use 1.5 - 2 cups of Cafe Justo decaf. (Summer/one service Sundays- make 12 cups of decaf/ using 6 heaping Tbsp. coffee, using drip pot on counter to right of refrig.); Plug-in pot at right into box w/grounded outlets (view from inside kitchen) end of pass-thru counter; use power strip extension if needed.
<i>Tags</i>	Place Coffee and Decaf tags near pots.
On pass thru counter	<ul style="list-style-type: none"> - Powdered creamer/ half 'n half; sugar and sugar substitute - Container of clean spoons; Container for dirty spoons - basket of napkins - 2 tubs of mugs – place to left of big coffee pot (from inside kitchen); include tub of smaller cups - Platter of treats w/tongs (save some treats for after second service)

<p>On table along back Commons wall:</p> <p>Tea prep</p> <p>Hot Chocolate (winter)</p> <p>Cold Drinks</p>	<p>Preparation for tea – on table along back Commons wall</p> <ul style="list-style-type: none"> - Fill brushed stainless coffee pot (marked for hot water only) with water (2/3 full); plug into wall outlet; place pot on two dinner plates to raise spout for mugs. - Hang “hot water” tag over spout. - Set out assortment of caffeinated and decaf/herbal teas (clear box should be re-filled with tea varieties that are wrapped); tea varieties that are not paper wrapper/labeled should remain in their respective boxes. - Set out 1 tub of mugs. - Set out sugar and sugar substitute; pitcher of cream/powdered creamer. - Set out container of clean spoons; Set out container for dirty spoons. - basket of napkins - Place at the right end of the table: Tray Sign plus 2 walker trays and 2 clear boxes for carrying filled cups/glasses. (If missing, someone has usually put them on a shelf in the Commons closet.) <p>Hot Chocolate (make during winter months instead of lemonade)</p> <ul style="list-style-type: none"> - Hot chocolate mix in tall cupboard near coffee - Heat water on stove in large stock pot (island near dishwasher), though you may choose to set the hot chocolate mix w/teaspoon near the hot water and let members/youth fix their own cups. It is less messy to prep a batch as described below. - Mix batch for 8-9 cups in large plastic pitcher. - Pour into smaller thermos air pot (kept on counter to left of triple sink). <p>Cold Drinks</p> <ul style="list-style-type: none"> - Prepare <i>1-2 pitchers of ice water</i> (fill at water fountain in lobby or use filter on faucet at white sinks and keep in refrig. until beginning of coffee time). - Prepare <i>pitcher of juice, fruit drink</i> (check freezer for frozen variety; tall cupboard has powdered mixes); mix in plastic pitcher; <i>always check the refrigerator and put out any juice or milk that has been left from another event</i> (unless it is labeled for another use/group). - Lemonade is made in the warmer months instead of juice (powdered variety in tall cupboard; sometimes frozen in freezer). - Set out plastic glasses (tubs of glasses are in island cupboard closest to refrig).
<p>9:55 (summer/one service Sundays 10:55)</p>	<p><i>Leave service during last hymn</i> to get out water, juice/lemonade, (optional) half and half.</p>
<p>10:00 - 10:20 am (summer/one service Sundays 11-11:15)</p> <p>Host & run dishwasher loads</p>	<ul style="list-style-type: none"> - <i>Greet folks</i> as they get their beverages; welcome visitors and regular members. - <i>Check wash temperature gauge to be sure it has reached 150 degrees (should not need to run empty loads as we did w/ old sanitizer)</i> - Set out <i>dishwasher racks</i> over sinks. - <i>Use scrubber to remove lipstick, dried coffee/tea stains from mugs</i> - <i>Plates/silverware with excess food should</i> be rinsed and scrubbed with brush over garbage disposal sink (near dishwasher), <i>though new machine has food strainer.</i> - Follow instructions <i>for dishwasher on cupboard above white sink; dish soap & rinse aid feed automatically.</i> Run racks of dishes through dishwasher. - <i>Lay out towels on island counter</i> for racks of clean dishes (towels are in island drawer facing entry). - When dishwasher cycle is done, remove rack of dishes and put on towels. - <i>Dry dishes and return</i> to mug tubs, spoon containers, etc. for second service.
<p>10:20- 10:30 (summer/one service Sundays 11- 11:15)</p>	<ul style="list-style-type: none"> - Remove and dump coffee baskets/grounds from pots and wash parts by hand. - Continue running dishwasher, drying and putting mugs in tubs. - Tidy up serving area; greet second service hosts & communicate with incoming clean-up hosts.

Second Service Coffee Hosts/ Clean-Up Volunteers

10:30 - 11 and noon - 12:45 (two service Sundays) 11:15- noon (one service/summer Sundays)

<p>10:30 - 10:55 am (two service Sundays)</p> <p><i>11:15-noon</i> (one service Sundays)</p> <p>Run dishwasher</p>	<p style="text-align: center;"><i>Put on your name tag and your team tag/identifier.</i></p> <ul style="list-style-type: none"> - <i>Greet folks</i> as they get their beverages; welcome visitors and regular members. - Use scrubber to remove lipstick, dried coffee/tea stains from mugs - Clean & dry dishes until 11:00 service - Plates/silverware with excess food need to be rinsed and scrubbed with brush over garbage disposal sink (near dishwasher), though new machine does have food strainer. - Follow instructions for dishwasher (on cupboard above white sink; dish soap & rinse aid feed automatically) - Run racks of dishes through dishwasher. - Lay out towels on island counter for racks of clean dishes. - When dishwasher cycle is done, remove rack of dishes and put on towels. - Dry dishes and return to mug tubs, silverware containers on counter/table.
<p>Check beverage levels</p> <p>Platter of snacks</p>	<ul style="list-style-type: none"> - At 10:45 check beverage levels and refill hot water if needed; if not much is left in regular or decaf pots, you can empty remainder into carafes or larger thermal pump pot; make more coffee if needed after rinsing empty pot with cold water to cool down or use different pot (start 20-30 cups in another coffee pot (extra 100 cup pot is in tall cupboard/extra 30 cups pot is above microwave/ drip pot on counter to right of refrig will make 12 cups) - Prep plate of remaining baked goods to put out at noon.
<p>Noon - 12:25 (2 service Sundays)</p> <p><i>11:15- noon</i> (one service Sundays)</p> <p>Host & work on final clean -up</p>	<ul style="list-style-type: none"> - Greet folks as they get their beverages; welcome visitors and regular members. - Once the crowd has filled their cups, complete as much clean up as possible. - Put some remaining coffee in carafes for refills and then <i>clean coffee pots with soapy water, including stem and basket. Rinse thoroughly and run clean water through spout.</i> - Finish dishes, dry and return to drawers and cupboards; all pots except the hot chocolate hot pot (which stays on counter to left of triple sink) fit on bottom of tall cupboard to right of triple sink. - Sugars, powdered creamer are emptied into their storage containers in tall cupboard; teas and napkins also are stored in tall cupboard. - Dry coffee pots, place basket in bottom of pot then stem and place top upside down to allow for air circulation; return tags and extension cords to cupboard. - Leftover baked goods can be put in freezer bags w/ date and placed in freezer for future use.
<p>12:30 PM- 2 service Sundays/ 11:45- one service Sundays</p>	<ul style="list-style-type: none"> - Circulate and collect as many remaining mugs as possible for those who are finished in order to run last load in dishwasher. For those still visiting, please leave one carafe or thermal air pot filled with coffee & some disposable cups on the pass thru counter. Everything else should be cleaned and put away. Leave a rack on triple sink for any remaining dishes. Staff will wash those mugs and carafes.
<p>12:30 - 12:45 (can start some tasks at 12:15 depending on attendance) (2 service Sundays)</p> <p><i>11:45-noon</i> (one service Sundays)</p>	<ul style="list-style-type: none"> - Complete last load of dishes, dry and put away. - Wipe tables, counters, sinks - Sweep floors in areas needed. - Consolidate trash and take bag to dumpster near upper parking lot spaces. - Place used dishtowels and dishcloths in basket under sink (feel free to take the load home to launder and return to the church by the next Sunday). - Turn off dishwasher power button, remove standpipe, following directions above white sinks to drain machine. - Shut pass -through counter doors. - Turn out lights in kitchen and Commons.

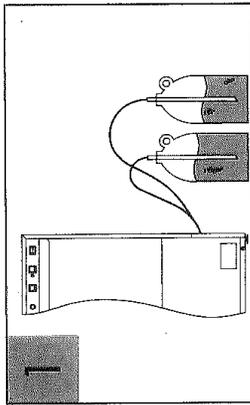
If supplies are running low (coffee, tea, powdered creamer, sugar, plastic bag, dish soap, scrubbers, etc., please leave a note on the refrigerator or call **Joyce Wood** or **Linda Thompson**).

Thank you for your help today!!! It is really appreciated!

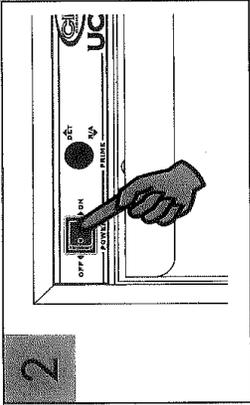
2019 Dish Machine Instructions

0513905 Rev.B

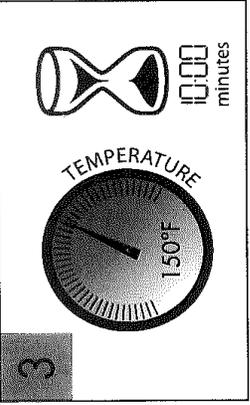
DAILY OPERATION



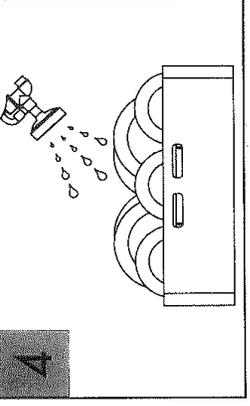
Check chemical levels in containers



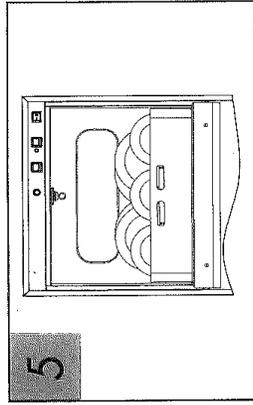
Flip "ON/OFF" switch to "ON" position



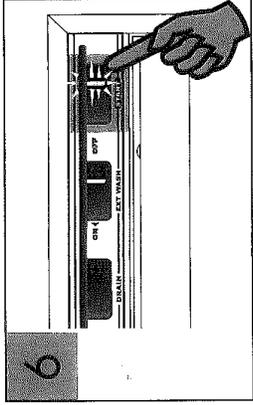
Wait for temperature gauge to read 150°F/66°C.



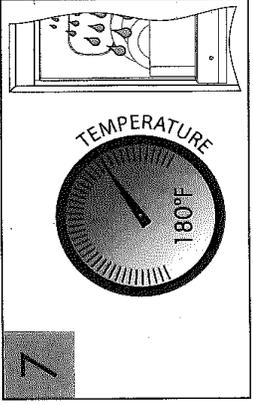
Prescrap wares and load into rack. Do not overload rack.



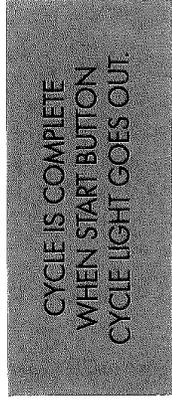
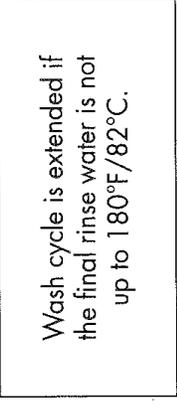
Load rack into dishwasher



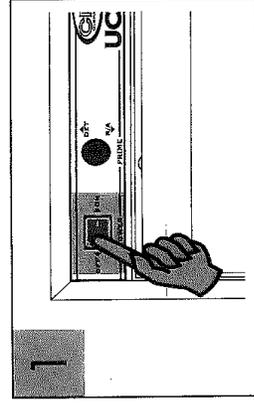
Close door, press and hold "START" button for 1 second. The in-cycle light on the start button will come on



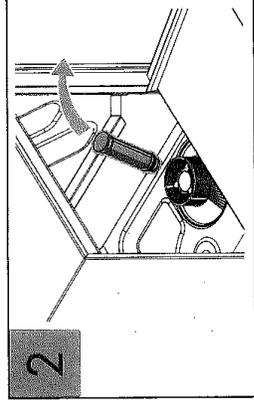
Final rinse temperature should be a minimum of 180°F/82°C during the final rinse.



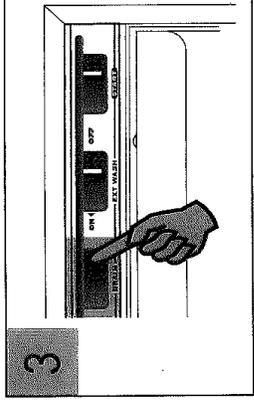
DRAINING THE MACHINE



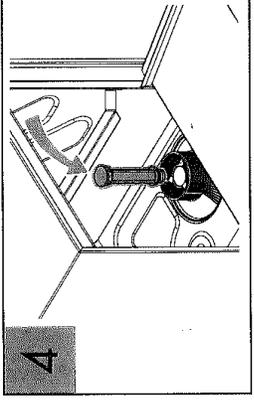
Flip "ON/OFF" switch to "OFF" position



Open door, and remove standpipe from tank.



Press and hold "DRAIN" button until machine has drained.



Perform regular cleaning and replace standpipe when finished.