

New Coffee Host Instructions as of 9-8-2019

Our new Building Assistant, Darin Podulke-Smith, will be responsible for all beverage set up and all clean up duties. Team coffee hosts will be prepping & re-supplying the snack platters; greeting/visiting with members and guests. They can assist Darin as needed.

Former coffee host instructions will be kept in top tall cupboard, right side, for reference when teams might be called upon to prep coffee, as before, when Darin is on vacation or is ill.

First Service Coffee Host: Set-Up-Snack Preparation; Hosting

8:40 - 9 am and 10-10:30 am (two service Sundays)

9:40- 10 (one service/summer Sundays)

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 & the sign up for Bakers is 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.
8:40 - 9 am (two service Sundays) 9:40-10 (one service Sundays)	-The coffee host preps platters with baked goods/snacks provided by volunteer baker. -Use food handling gloves in drawer w/ storage bags. -One larger platter will go on coffee counter and a smaller platter should go on the tea table. -Cover platters & leave on island in kitchen until coffee hour. Have serving tongs ready for each platter.
10- 10:30 (two service Sundays)	- Remove covers and put treats near coffee/tea with tongs. -Greet people as they get their beverages; assist anyone needing help. - Visit with members/guests,circulating the Commons. - Re-supply snacks,but remember to leave enough for noon coffee time. - Offer assistance to Darin as needed.

Second Service Coffee Host: Snack Preparation;Hosting

10:40 -11 and noon - 12:30 (two service Sundays)

11-11:30 (one service Sundays)

10:40-11 (two service Sundays)	-The coffee host preps platters with baked goods/snacks provided by volunteer baker. -Use food handling gloves in drawer w/ storage bags. -One larger platter will go on coffee counter and a smaller platter should go on the tea table. -Cover platters & leave on island in kitchen until coffee hour. Have serving tongs ready for each platter.
noon - 12:30 (two service Sundays) 11- 11:30 (one service Sundays)	- Remove covers and put treats near coffee/tea with tongs. -Greet people as they get their beverages; assist anyone needing help. - Visit with members/guests, circulating the Commons. - Re-supply snacks; leftover snacks should be placed in freezer bags and labeled w/date. Anything that won't freeze well should be sent home with baker, staff or volunteers. - Offer assistance to Darin as needed.

If supplies other than coffee are running low (tea, sugar/sweeteners, lemonade, 100% frozen juice, cocoa, plastic bags/foil,wrap, gloves, dish soap,scrubbers, etc., please put on list on the refrigerator. Erika/office will order what is needed.)