

UUCWI REFRESHMENT INSTRUCTIONS

Arrive about one-half hour before the service to get things set up. Contact May-Britt Kron if you have not done this before and would like someone to be there to show you the process the first time ... 360-678-6050 (in Coupeville)

* **Please provide a small half'n'half** for coffee which is appreciated by our java gurus. Also, please provide **some fruit juice** (UU supplies the cups). **All items for coffee and tea are located in the roundabout under the microwave. Additional ground coffee is in the freezer.**

* Coffee (decaf and caffeinated), coffee filters, napkins, sugar and tea are purchased by UUCWI. The Kitchen Committee will keep us supplied with these items. Let May-Britt or Mavis know if you notice any supplies running low.

* **Get the coffeepots ready to go – one regular, one decaf.** The big chrome one is for regular and the 12-cup Mr. Coffee is for decaf. The small Mr. Coffee should have its glass pot positioned perfectly or it will make a mess. The small maker needs a filter. Just monitor it for a while and see if you've positioned it correctly. **Make a full 12-cup pot of decaf.** The large maker is for regular coffee. It's a percolator, so no filter is needed. Measure the ground coffee with the measurer; inside the body of the maker are lines indicating the amount of water needed. **40 cups of regular for a Sunday service.**

* **Fill the electric teakettle with water for tea drinkers.** There is an on/off switch on the teakettle that is brown like the rest of the pot, but sticks out. Press it down and the water will begin to heat (it will turn itself off when it boils). Be sure the lid is completely shut to assure that the pot automatically turns off when it boils.

Start all three pots right before the service so the coffee and tea are ready right away when the service ends.

The 2 kinds of coffee and tea will each need a pile of cups, a handful of spoons, sugar, and sweetener near it. Spoons can be found in the top drawer, on the right of the roundabout nearer to the sanctuary. Put the half and half near the 2 coffee makers as well.

→ **Please complete all preparations before the service begins so no one is working in the kitchen during the service. The curtain on the passthrough does not cut down on any noise!**

* To serve, unplug the chrome pot and put it on the rolling cart and roll it into the foyer. The decaf pot and tea kettle and snacks should be on the pass-through to the sanctuary – accessible from the sanctuary. People should not have to come into the kitchen for refreshments.

→ **For coffee measuring details, see the instruction sheets near the two coffee makers.**

After the social hour, wash and dry the dishes and put them away.

Any used dish towels or cloth napkins go into the colorful net basket kept under the left-hand sink.

Check sanctuary/kitchen/foyer floors for any obvious spills/messes. We want to leave things reasonably neat for the Quakers on Sunday afternoons.

* Ensure that everything is left just as it was when you arrived. Be sure all the lights are turned off in the sanctuary, classrooms, bathrooms ...

• **You're done! THANK YOU, THANK YOU, THANK YOU!**

Be sure the building is locked if you are the last one to leave. If you turn the deadbolts to lock them in the kitchen and the front door, you can exit through the back classroom door and close it behind you. Make sure the front door, kitchen door, all the other classroom and sanctuary doors are closed before you leave.

Also be sure none of the toilets are still running!! (At the moment we have some plumbing problems – we're working on them!)