

COFFEE AND REFRESHMENTS GUIDELINES

Updated 3/9/2017

TIME COMMITMENT:

- 9:15 - 9:45 a.m. for coffee and food prep. Best to bring food already on plates/trays/bowls.
- Clean-up after service

WHAT TO BRING:

- Quart of half and half
- Refreshments: Your choice – cookies, crackers (some gluten-free), cheese, fruit, etc. (*Simple is good!*)

WHERE TO FIND COFFEE HOUR ITEMS:

- Regular and decaf coffee marked and stored in freezer.
- Sugar is kept in the refrigerator and returned after use. One sugar at each coffee/tea area (2).
- Coffee filters and tea bags kept in lazy-susan cupboard under the microwave.
- Measuring spoons and cups are next to the sink below the small coffee pots on back counter.
- Cups, creamers, plates, bowls are in the cupboard next to the dishwasher.

SET UP: (9:15 UNTIL START OF SERVICE)

- Make coffee, heat water for tea, set out cups, spoons, sugar, creamer and napkins. Set out refreshments.
- **See guidelines posted on walls at each station.**
- **PLEASE AVOID ANY KITCHEN ACTIVITY DURING THE SERVICE. The cloth curtain is not soundproof -- it is very disruptive to the service to hear things going on in the kitchen.**

POST SUNDAY SERVICE:

- Roll coffee/decaf coffee/tea carts out to lobby. Raise kitchen curtain for access to refreshments.

CLEAN UP (APPROXIMATELY 11:30 – 12)

- Wash cups and plates. If you know how to use the sterilizer, use it and make sure it is turned OFF when you leave. Otherwise use two dish tubs – one for washing (add bleach) and one for rinsing. Dishtowels are in the lower drawers to the right of the refrigerator. After use, put dirty dishtowels in basket under counter to left of sink. Put clean, dried dishes back where they belong in cabinets.
- Wash both pots and remove coffee grounds. Empty teakettle.
- Sugar in the refrigerator. Wash counters.
- Take garbage waste out. (Side kitchen door – first gray bin. Lock door when you come back in.)

The last person to leave UU has to lock up.

If you will be the last to leave, **BE SURE TO KNOW HOW TO LOCK THE BUILDING!!**

Questions? Contact Judy Kaplan: peacefuljudyone@gmail.com

THANK YOU!!