

# Sunday Hospitality - Coffee Hour Setup

**Begin about an hour before the service**

## Tables

- Use two long tables by the windows for hot beverages, refreshments and juice/water
- Place a small square table in the center of the room for condiments
- Place large tray on square table near kitchen door for used cups

## Coffee and Tea

- Fill the 100-cup coffee urn to 40-cup level with water and **1/2 bag (2.5 cups)** of coffee. Coffee is usually stored in the freezer; use Equal Exchange if available. Put the urn on the end of the hospitality table facing the kitchen. Place small wastebasket under spigot to catch drips.
- Fill the urn labeled hot water with tap water and put on table next to coffee urn.
- **Plug in and turn on both of the urns before the service starts!** It takes about an hour to brew.

## Condiments for the center table

- Sugar, sugar substitute, honey if available. Condiments are in cabinet above dishwasher. Extras are in the Cabinet
- Spoons
- Milk and Half-and-half, in labeled thermos containers. Thermos containers are with Rust colored thermal pitchers in the left most open cabinet above the microwave.
- Place the condiments and the donations bowl on the center table

## Refreshments Table

- Vinyl table cloths are best to use
- Stack about 50 white cups from cabinet above the stove between the urns
- Put tea box with assorted tea bags near the hot water urn. Please do not use any teabags that are not wrapped individually.
- Place small tray of colored plastic cups and pitchers to far end of the hospitality table
- Put 50 small colored plastic cups on the tray from the cabinet above the stove
- Fill 1 rust brown thermal pitchers with Apple Juice from the refrigerator
- Fill 1 rust brown thermal pitcher with cold water and ice – it is labeled for Water
- Pre-fill about 12 juice/water cups
- Put napkins on each of the food tables

## Snack Offerings

- Get 4 serving plates, bowls, or baskets and fill with a variety of snacks. Snacks are found in the cabinets below microwave.
- Gluten free snacks are stored separately in the storage box labeled “GLUTEN-FREE ONLY” and in the freezer. Please make sure not to contaminate these foods with items that may have been used with wheat and other gluten-containing items (i.e. butter, jam, peanut butter). Place gluten free snacks on serving ware marked “Gluten-free” and place gluten free food together on serving table along with gluten-free sign (a page sized picture frame with gluten free label).
- Set out 3-5 offerings of snacks, a mixture of sweet and not sweet

## During Coffee Hour

- Monitor supplies and refill as necessary

# Sunday Hospitality - Coffee Hour Cleanup

## Begin during coffee hour

### During Coffee Hour

- Bring used cups to the kitchen dishwasher

### Clean up Routine

- As coffee hour winds down, start loading used coffee cups and juice/water cups into dishwasher
- Carefully remove strainer basket of coffee grounds and empty into trash barrel in kitchen
- Empty and clean urns and thermal containers. **Please do not save leftover cream or milk.** Pour any excess dairy product down the drain. The expiration date of mixed dairy products is difficult to manage and leads to spoilage. It is helpful to pour the leftover hot tea water into the empty creamer urns to assist in the cleaning process.
- Put the tea box in cabinet above the dishwasher for use next week
- Place monetary donations in the marked envelope from cabinet above dishwasher, place envelope on the Office Administrator's desk in the office
- Put away unused napkins, etc. in cabinets under microwave
- Put away leftover snacks into air tight containers located in cabinets under microwave, freezer or refrigerator whichever is most appropriate.
- Wash and dry serving dishes and put in cabinet above microwave
- Clean off all tables used and sweep floor as needed.
- Clean vinyl tablecloths by wiping with a damp cloth and dry by wiping with a dry cloth. Put away in leftmost cabinet above microwave.
- Start dishwasher, detergent-cleaning tablets or liquid are in cabinet under sink. The Sexton will empty the dishwasher Monday morning.
- Cups that do not fit in the dishwasher need to be hand washed, dried, and put in cabinet above stove.