

St. Paul's Coffee Procedure - Hints and Suggestions

Downstairs

1. Turn dishwasher to "On"

Upstairs

1. Coffee cups (40) and teacups (20) will be on the cart in the kitchenette. Take cart out of kitchen and place in library area. Put trays of cups on the table. Place grey bin on top shelf of cart.
2. From the cupboard over the sink, remove sugar bowls (2), sweetener containers (2), glasses with stir sticks (2), and empty milk jugs (2). Put out ramekins (2) for used stir sticks. Extra supplies are above in this cupboard.
3. Serving platters & covers are on the shelves in the kitchenette. Plastic cups and napkins are also on the corner shelf. Knives, forks and spoons are on the bottom shelf of the cupboard over the sink.
4. Frozen juice is in the fridge freezer. Glass jugs are on the corner shelf. Make juice (2) and store in fridge until serving. Also put out one jug of water.
5. Kettles are on the shelf above the coffee urn. **DO NOT BOIL WATER ON THIS SHELF.** Please place kettles on the kitchen counter to use. Put a couple inches of boiled water in all urns to preheat them and put lids on.
6. Make coffee: 60 cups COLD water and 5 cups of coffee. Coffee is in the cupboard over the sink. The coffee maker is always on because the switch is broken. **DO NOT TOUCH SWITCH,** just plug in. There are 4 coffee urns. They are marked.
7. Before church, make tea in teapots. Use 3 tea bags for each pot. Once steeped, fill urns with tea (remember to dump heating water first). There are 3 tea urns. They are marked.

8. Leave church after offering. Fill coffee urns (remember to dump heating water first) and milk jugs (half 2% milk and half cream OR straight 3% milk).
9. Remove covers from desserts.

Clean Up Procedure

1. Put sugar bowls, sweetener containers and unused stir sticks back in cupboard.
2. Dump unused milk and used stir sticks and place dirty containers in the grey bin, along with used cups, cutlery, platters, etc.
3. Take cart down in elevator to the basement kitchen and wash all containers in the commercial dishwasher. Use a quarter size amount of dishwasher soap.
4. **TURN DISHWASHER OFF!!!!**
5. Place all clean dishes back on cart and return to upstairs kitchenette. *Please note that the smaller brown trays will fit much better on the cart (2 per shelf) than the larger brown trays.*

ALL CUPS, CUTLERY, PLATTERS AND CONTAINERS ARE TO REMAIN IN THE UPSTAIRS KITCHENETTE. Items are engraved with "K2".

6. The elevator key is in the Administrator's mail slot by the elevator. You may place the cart in the elevator, and then walk upstairs (with the key) to call the elevator up, if you do not wish to ride in the elevator. Or, you may leave the cart outside of the office door and it will be taken upstairs by staff on Monday morning.

**** Please remember to put the elevator key back into the Administrator's mail slot when done ****

***** If supplies are low, please leave a note in the Administrator's mail slot by the elevator. *****

THANK YOU FOR DOING COFFEE HOUR!!!!