

# COFFEE HOUSE INSTRUCTIONS

## I. Things to Know:

- If we have two services, coffee house is between the two services. You may, at your discretion, keep it open after the second service. This is useful if you have left over food. It would be a good idea to announce that coffee will be open after the second service during the normal announcement period.
- If we have one service, coffee house is after the service and last until people disperse.
- In any case it is important to stay and clean up afterwards so there isn't additional work for others. Make sure kitchen is *entirely* clean prior to leaving. Take all leftover food. If food is left out our ants will have a picnic.

## II. Prior to Arrival:

- Purchase from store or bakery of your choice **3-4 dozen** doughnuts, maple bars (favorite of many), rolls, bagels, muffins or whatever you think others might like. You may also choose to bake your own pastries or baked goods. When determining how many to buy, factor in the attendance trends. Winter = more (4 dozen donuts). Summer = less (maybe 3 dozen). It is good to provide healthy alternatives such as fruit.
- The office keeps attendance records and will be glad to share them with you. This can be useful in determining how many treats to bring. It is OK to cut treats in half to stretch things out.
- Be sure to save your receipt(s) for these items (see note regarding closing coffee house).
- Arrive by 8:30 a.m. and allow 45-60 minutes for set-up.
- Note that the airpots are very good at keeping the coffee hot, it is better to make the coffee early than to fall behind.

### III. Setting Up:

- **Pre-Heat Coffee Pots:** The thermos air pots are located in cupboards under the coffee pots. Rinse 5-6 pots (including one marked "Hot Water") with tap water, then fill all with hot tap water. Let stand while you prepare filters. Empty each one as you are ready to brew.
- **Hot Water:** The airpot for tea and hot cocoa can be filled from the spigot on the coffee maker. Wait until the ready light is on for hottest water.
- **Dishwasher/Sanitizer:** Turn it on as it takes a good long time for it reach operating temperature.
- **Make Coffee:**
  - Coffee is located to the left of the coffeemakers. We are using BULK coffee instead of packets to reduce waste.
  - Use approximately 1 cup grounds per pot.
  - There are 2 identical coffee makers. Filters are located to the left of the machines, along with the ground coffee. Use one cup of coffee and **be careful so that the filter does not fold over on itself.** When this happens coffee grounds will make it in to the airpot and nobody likes chunky coffee. *Yeech!*
  - The machines are plumbed in so there is no need to pour water into them.
  - Put an empty pot under the basket, then press "Brew". The current machines are identical and take the same length of time to brew a pot.
  - Although one or two people may wander in earlier, the first wave will come when the early service lets out. At this time you need to have **THREE or FOUR** pots of regular, **ONE** pot of decaf, and 1 pot of hot water ready. *Generally you will not have to make another pot of decaf as we*

*appear to need our caffeine.* A line will form and the first pot will be gone in no time.

Immediately swap it out and start brewing another pot in it. Use your judgment in making additional pots, but remember it is better to have to waste some coffee than to make people wait – **NEVER RUN OUT OF COFFEE – WE TEND TO GET IRRITABLE WHEN WE RUN OUT.**

- When making subsequent pots of coffee, be sure to rinse the basket after dumping out the grounds or you will have grounds in your next pot of coffee.
- Make sure pots are labeled or make a sign. Put a small plate or folded paper towel under the spigot to catch drips.
- After the first wave of people wind down a smaller second wave will usually come starting about 20 minutes before the second service.

➤ **Other Setup:**

- Set out serving trays for pastries. The trays are located at end of the center island cabinet. Arrange pastries as you like, and you may choose to cut some larger ones in half.
- **Sugar** (and the zillion substitutes) are in the cupboard above the microwave oven or on the counter in the corner. They should be a small basket
- **Tea, Hot Chocolate, and Cider packets** are also on counter or in cupboard.
- It is your choice if you will use paper cups or mugs. If you would like to use mugs/plates, but need dishwasher instructions, there are a lot of people who can show you how! Be aware that it is not like a home unit, plates and utensils must be scraped and rinsed before they go in. *Be sure to turn the dishwasher ON; it takes about 20 minutes to heat up.*

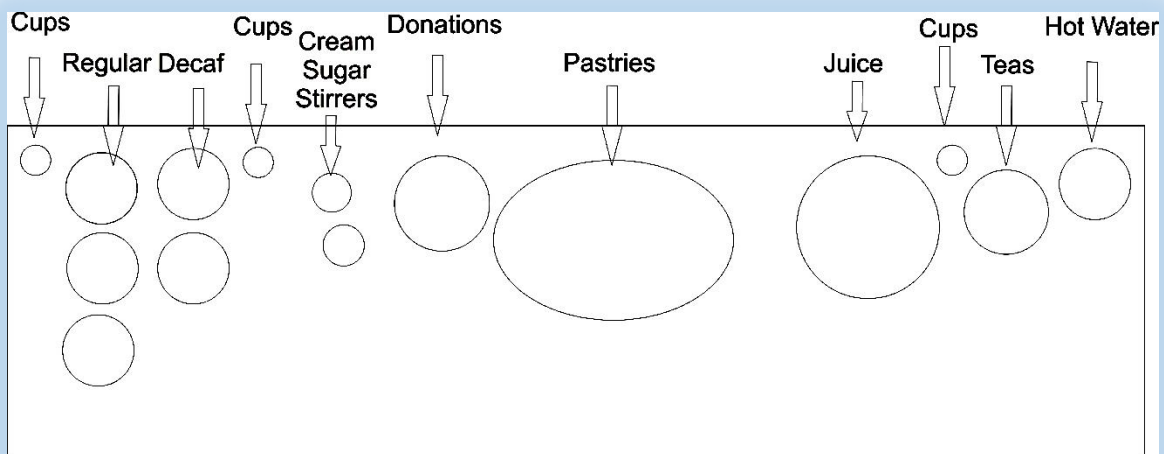
- **Coffee Creamers (including Half & Half) & Juices** are kept stocked in refrigerator. Cream pitchers are in cupboard above/left of microwave. Creamers should be served in their containers; half & half should be in a pitcher. Set on counter next to coffee a few minutes before the service lets out. It is nice to put the juice boxes in a big bowl with some ice so that they are kept cold.
- **Donation basket** – put out a basket for donations, along with sign of suggested prices. Seed it with a dollar if you have one!
- **See picture below for setup suggestion (and reminders on what all to put out).**

➤ **Before the action starts**

- **You will want to be in the kitchen before people start arriving. Leave the service during the last song so you can be ready.**

#### **IV. Counter Layout**

**There is no one way the counter has to be set up. However, the following illustration is a good**



**starting point.**

## V. Closing Coffee House:

- Wash (just rinse) air pots and wash all dishes, wipe counters, etc. and return everything to the spot where you found them.
- *Make sure (make double sure) kitchen is CLEAN (and dishwasher turned off, unless Altar Guild is still needing it). We periodically have problems with ants and they love doughnuts more than we do.*
- Please place donations in an envelope along with the completed form for "Coffee House purchases". Both of these should be stocked in front of the "Coffee House Instructions" notebook on top of the microwave. The receipt instruction note gives you three options: taking reimbursement from the cash coffee house proceeds, requesting a check cut for your purchases, or choosing to have your purchases considered a donation. Then just slip the envelope in the mail drop slot in the office door.
- **DO NOT TURN COFFEE MACHINES OFF!!!! This is a sanitation issue; it keeps nasties from growing in the water tanks.**