

# **Checklist for Coffee Hosts**

- **Arrive about 9:15 to 9:30.**
- **Bring 2 litres of milk.**
- **Bring around 6 dozen pieces of something OR plan to use the church's supplies. A snack for diabetics (cheese, veggies, or fruit) is appreciated. Note: There's no need to provide an actual lunch.**

## **Before the Service**

### **In the kitchen:**

#### **Start the coffee.**

- Fill the big urn on the trolley with cold water to the 60 cup mark. Measure 4 cups of coffee into the basket. (Note: In summer, less may be needed, usually 36 c. water and 2 1/2 c. coffee.)
- Wheel the trolley into the hall and plug it in at the front of the stage. Make sure the switch is ON. Return a bit later to check that it's actually working.

#### **Start the tea.**

- Drain stale water from 3 kettles. Refill them with fresh cold water. Put them on the stove and bring them to a boil.
- Set out 3 teapots for regular tea, 1 for herbal, and 3 teabags for each pot.
- Make sure the gas is turned off before you go upstairs to the service.

#### **Refrigerate other beverages:**

- 1 pitcher of water
- 2 pitchers of juice for children-- mothers prefer that it be diluted 3 to 1.
- 2 small jugs of milk for tea and coffee

#### **Prepare food for serving.**

- Serving plates and bowls are in the pantry. Plastic wrap is in the kitchen. Leave the food in the kitchen until after the service.

### **In the hall:**

#### **Set up tables and chairs.**

- White tables (located along the north side of the stage)
  - 2 in front of the stage for coffee mugs and food
  - 1 on the south side for tea pots, mugs and food
  - 1 on the north side for children's drinks and food
- 4 grey card tables (located on the south side of the stage) Arrange 4 folding chairs around each.
- 2 small yellow children's tables and chairs (located along north wall)

- Cocktail tables: Arrange them around the room.
- Table cloths are optional. Coloured plastic ones are in the pantry.)
- Arrange the two movable screens with notices so they are visible.

### **Set out the following on the tables:**

- 60 glass cups on trays
- stir sticks, sugar and sweetener packets, napkins, 2 bowls for garbage
- 12 plastic juice glasses on children's table
- hot mats for tea pots (clear plastic cutting boards)
- If cake for a special occasion is served, set out plates and forks (disposable or 'real') and a knife.

### **Immediately after communion:**

- Bring tea kettles to a boil. Warm the tea pots before filling. Steep for 4 to 5 minutes. Remove bags. (Herbal teabags can stay in the pot.)
- Set out the tea, juice, water, milk and food on the tables.

### **During coffee hour:**

- Turn on the dish sanitizer according to the instructions posted, or ask someone for help—it's a little tricky. It will be ready for use in about 15 minutes.
- Check tables periodically to see if you need to replenish tea, milk and sugar, or cups. Extra cookies and crackers are stored in the pantry.

### **Clean-up:**

- Do the dishes and return them to their cupboards.
- Wipe off the counters.
- Wipe off plastic tablecloths if used, and LET THEM DRY BEFORE FOLDING AND STORING THEM.
- Wipe tables and put them away. Stack the chairs.
- Sweep the floor of the hall.
- Notes for the hospitality coordinator about supplies and so on can be left on the fridge door.
- Take the garbage out to the dumpster.
- Take home your own dishes.

**THANKS!**

(revised January 2015)