

Modified Checklist for Summer Coffee

Average Attendance 30-35

Arrive about 9:00

- **Milk: Bring 1 litre of 2% or 3% milk.**
- **Use the tables set up, one for beverages along the southside of the stage, one for baking on the south wall and set up 2-3 card tables and chairs. Hosts put the tables away.**
- **Bring around 5 dozen pieces of something OR plan to use the church's supplies. (Crackers or low sugar cookies are appreciated by diabetics). Note: There's no need to provide an actual lunch.**

Before the Service

In the kitchen:

- **Sanitize all the counters with Avmor Sani Stuff Quaternary solution in a spray bottle by the sink.**
- **Turn on the sanitizer.**

Coffee. – recently 30 cups have been adequate, modify amount of coffee accordingly.

- Fill the big urn on the trolley with cold water to the 30 cup mark. Measure 2 1/4 cups of coffee into the basket. (Coffee or special occasions may need more.)
- Wheel the trolley into the hall and plug it in by the table for beverages. Make sure the switch is ON. Return a bit later to check that it's actually working.

Stove - Instructions posted on the left wall by the stove. Turn on the fan while the burners are on.

Tea.

- Drain water from 2 kettles, if needed. Fill them with fresh cold water and bring them to a boil and turn off.
- Set out 2 teapots for regular tea, 1 for herbal, and 3 teabags for each pot on low table on left side of the stove. Tea is made after the service.
- Make sure the gas is turned off before you go upstairs to the service.

Refrigerate other beverages:

- 1 pitcher of water
- 1 small jugs of milk for tea and coffee
- Lemonade in freezer

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 out the following on the tables:

- 40 glass cups on trays on the beverage table
- Stir sticks, sugar and sweetener packets, napkins, 1 bowl for garbage
- 6 plastic juice glasses
- Hot mats for tea pots (clear plastic cutting boards kept left side of stove)
- If cake for a special occasion is served, set out plates and forks from the pantry and a knife and cake server.

Immediately after communion:

- Turn on dish sanitizer, if you forgot to during the setup, according to the instructions posted, or ask someone for help. It takes about 20 minutes to heat the water.
- Bring water kettles back to a boil. Warm the tea pots before filling. Steep for 4 to 5 minutes. Remove bags. (Herbal teabags stay in the pot.)
- Set out the tea, juice, water, milk and food on the tables.

During coffee hour:

- 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(often parishioners help):

- Scrap dishes, rinse off all food particles prior to wash/sanitizing the dishes and return them to their cupboards.
- Compost coffee grounds and recycle appropriate materials
- Empty water kettles.
- Wipe off and sanitize the counters.
- Wipe tables and wipe off plastic tablecloths if used, and LET THEM DRY BEFORE FOLDING AND STORING THEM.
- Put card tables away by the lift, chairs along north wall.
- Sweep the floor of the hall, brooms in the pantry.
- Notes for the hospitality coordinator about supplies and so on can be left on the fridge door.
- Label and date any food being left in the fridge and for whom.
- Hang wet dish cloths and tea towels over the laundry basket in the pantry.
- Turn of lights

Take home your own dishes.

BLESSINGS AND THANKS !

(revised July 24, 2022)