

Modified Checklist for Winter Coffee

Average Attendance 35-40

Arrive about 9:00

- **Bring Milk – 2 litres.**
- **Use the wooden tables, one for beverages along the south side of the stage with hot mats to protect the surface, one for baking on the south wall which can be rolled to the middle of the Lower Hall. Set up 3 card tables and chairs. Leave the chair trolley at the west wall of the card tables. Hosts and hopefully helpers put the tables and chairs 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 35 cups have been adequate, modify amount of coffee accordingly.

- **Fill the big urn on the trolley with cold water to the 35 cup mark. Measure 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 heating/working.**

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

Tea.

- **Drain water from 3 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. Tea bags from regular tea are removed after 4-5 minutes, herbal tea bags are left in the pot.**
- **Make sure the burner is turned off before you go upstairs to the service.**

Refrigerate other beverages:

- **1 pitcher of water**
- **1 small jug of milk for tea and coffee**
- **Apple juice cut with 1/3 water, juice or lemonade**

Prepare food for serving.

- **Serving plates and bowls are in the pantry. Plastic wrap is in the kitchen. Leave**

the food in the kitchen on the trolley until after the service.

In the hall:

Set out the following on the tables:

- 40-45 cups on trays on the beverage table
- Stir sticks, sugar and sweetener packets, napkins, 1 bowl for garbage
- 6 plastic juice/water 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):

Prepare a bucket of bleach or Mr Clean and water to wash the tables in the Lower Hall

- Scrap dishes, rinse off all food particles prior to wash/sanitizing the dishes and return them to their cupboards.
- Compost coffee grounds/or garbage and recycle appropriate materials
- Empty water kettles and return to the shelf above the burners.
- 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 or freezer and for whom.
- Hang wet dish cloths and tea towels over the laundry basket in the pantry.
- Turn off lights

Take home your own dishes.

BLESSINGS AND THANKS !

(revised November 5, 2022)