

Guidance for Hosting Coffee Hours

BEFORE COFFEE HOUR

1. Prepare large Coffee Pot (instructions inside pantry door)
Plug it in and listen for it to start brewing.
2. Mix iced tea, lemonade, unsweetened drink, water in the 2 Qt. pitchers. Place in refrigerator.
3. Wipe off serving tables or cover with plastic, paper, or cloth table covers. (Out in the hall)
4. Place coffee mugs on trays and put on serving table.
5. Make a tray with sugar and creamer packets in a container, along with a few spoons, and place on the serving table.
5. Put small or large plates, napkins, and plastic utensils on center serving table(s).
6. Put plastic cups for cold drinks on serving table.
7. If possible, prepare foods to be served. (Chex Mix, etc. in bowls; cupcakes, brownies on trays; cake or coffeecake sliced)
Cover with wrap or refrigerate as needed.

DURING COFFEE HOUR

1. Put pitchers of cold drinks on serving table.
2. Using the plastic ice scoop, put ice in a large bowl or ice bucket.
3. Put food out on center table(s) and include serving utensils as needed.
4. Make extra cold drinks if necessary.

AFTER COFFEE HOUR

** ** * * * ASK OTHERS TO HELP WITH THESE DUTIES * * * * *

1. Clear all items from the tables.
2. Rinse food from containers into the sink with the garbage disposal.
3. Rinse other dishes in soapy water.
4. Load dishwasher and add detergent. (lower cabinet by dishwasher)
5. Wash and rinse items too large to fit into dishwasher. Let drain dry.

6. Wipe off all tables in Parish Hall; use the disinfectant wipes.
7. Use carpet sweeper (in hallway) to clean up any floor crumbs, papers.
8. Empty large trash can in the Parish Hall and in the kitchen. Put new liners into cans. Take trash to outside containers by back door.
9. Wipe off counters in kitchen.