

## Coffee Service Duties

**Arrive 20 minutes prior to the service to set-up  
(first service only, other services 10 min.)**

1. Turn on the coffee machine. There is a toggles switch on the back of the machine. (8:00 service)
2. Set out the service table next to pillar, cover with tablecloth.
3. Get the coffee machine set-up to brew (filter and coffee).

Make one pot of regular and one pot of decaffeinated to start.

4. Empty the dishwasher of clean cups (8:00 service)
5. Prepare the following items to be placed out prior to the end of the Service.

- sugar & creamer
- fruit ( found in the refrigerator)
- cookies and pastries (in cupboard below the window counter).

Put at least three different items on the service table and two to three different items by the coffee window. Trail mix should be in the plastic container with a black scooper in it. Put the little white cups along side of it. (Found in the cupboard next to the coffee cups.)

\* Check the expiration dates on cookies, etc. and use the oldest ones first.

- napkins
- donation baskets (place \$1 in each basket, place donation sign next to baskets. (baskets are placed on the table and the other on the coffee counter.)

- After communion, start coffee and make sure all things are in place.
- At the end of the service, serve coffee and refresh food as needed
- Place dirty cups in the dishwasher and wipe the counters.
- Take donation money (leave \$1 in the baskets for the next service) and place in envelope located in the right cupboard over the dishwasher, write the date on it.
- 10:30 service put envelope money into the safe
- 10:30 service run the dishwasher, put the table and food items away

\*if you note that any items are low or have a suggestion, please make a note and leave it on the counter near the coffee maker.