

## COFFEE HOST/HOESSTESS

- Coffee (regular and decaf), milk, sugar and juice are supplied by the church
- Cookies are generally available; some people choose to supply their own, 2 dozen is sufficient.
- Instructions on how to make coffee are posted beside the coffee maker.

### **Before the service ends the following should be done:**

- Turn on dishwasher (see dishwasher instructions)
- Make 2 pots of regular and 1 pot of decaf coffee (more is made as needed)
- Put out small glasses on table.
- Put milk in creamer, sugar and spoons at coffee station.
- Prepare 1 pitcher of juice. Add 3 scoops of mix to 1 pitcher of water. Place in refrigerator until after service to chill along with a pitcher of water.
- Put out one plate of cookies and replenish as necessary.

### **After coffee is over**

- Wash and put away cups, glasses and other used dishes; as a tray of cups fills, run a cycle through the dishwasher. As the attendance decreases, collect empty cups and other dirty dishes. Once all dishes are washed turn off dishwasher (see dishwasher instructions)
- Put away milk and leftover cookies
- Turn off dishwasher
- Empty and thoroughly rinse all coffee carafes
- Tidy all work areas
- Take the tea towels/dishcloths home to launder and return to the church in a timely manner (preferably within 1 – 2 weeks.)