

COFFEE SET-UP

8:15 **Start Regular Coffee** on Cart

(Avantco large pot) – 90-cup mark water with 4 ½ Cups grounds

OR, (Aluminum 40 cup pot) – 40-cup mark, and 2 ½ Cups grounds (I always put a little extra grounds in, better too strong than too weak)

Load cart with 2 trays of mugs and an extra tray with ‘dirty mugs here’ sign, and plug into outlet by closest window in Smith Hall.

8:25 **Take snacks out of freezer** to thaw. There will be more coming from Fred’s delivery around 8:30, but better to have some out just in case.

Prepare Decaf Coffee in kitchen – pour pot of water with well-rounded ½ C grounds – Don’t turn on, until just before you leave for service (or 9:30 if you’re not going). Have a second filter filled with grounds to make the second pot at 10. Put the warmer tray on the pass-through counter.

8:30 **Set up tables:**

1) beside the coffee cart, beneath the windows – for **coffee fixings, donation basket, bowl for trash, and cream and milk**

2) Toward center of room – for **food items and water pitcher/cups/napkins.**

8:35 **Set up teas**, hot water pots, mugs, and decaf coffee warmer in pass-through

8:40 Put ice water, cold cups, coffee fixings tray, napkins/plates, and donation basket on center table

Fill cream and milk pitchers, leave in fridge.

8:45 **Cut up snacks** and place on platters – put on the table, covered by napkins....and Offer a healthy option – there's a labeled shelf in fridge.

During coffee hour

Put cream and milk on table

Start 2nd pot of decaf

Check the snacks and creamers, and the coffee pot to see if getting low – if the regular coffee is getting low by 10:30, make pot in the Bunn maker – it takes about 7 minutes to brew so try to keep ahead of the need. Replenish the snacks, but allow the supply to wane as the end of coffee hour comes- reduce to a plate of goodies and a sample of the healthier options by about 10:50.

Load the dishwasher as the dishes come in – rinse sticky and crumbly stuff off first, and use about a half-scoop of detergent for each load.

Clear tables at 11 am.

Checklist before leaving

Turn dishwasher off and leave ajar to keep from getting moldy

Unplug all appliances

Wipe down tables

Put money collected from donation basket into envelope in labeled envelope in drawer and put envelope in Lesli-Ann's pink folder on her desk

Accept the gratitude of your coffee hour organizer and of the WUC community, how good that we can enjoy coffee hour together each week?!😊