

Instructions for Sunday Coffee Hour:

About 45 minutes before the start of coffee hour (or one can even start these procedures before the 8:30 service):

- turn on the power switch found on the left side of the coffeemaker so water can begin heating. Look at the two readouts on the front of the coffeemaker to be sure water is starting to heat; readout may say it needs to be refilled and if that's the case just push the "enable" button and water will begin heating (the water heating takes several minutes). Coffeemaker is plumbed. You do not need to add water.
 - turn on power to the dishwasher so water can begin heating and lower the doors to summon hot water; soap and rinse agent are plumbed into the machine so all we have to do is slide the dish-filled trays inside the machine and pull the door handles down to wash. When the green light goes off, the cycle is done and you can slide the tray out and let items air dry.
 - coffee filters and tubs with coffee are in cupboard above the coffeemaker (extra coffee is located in left cabinet below the coffeemaker) The "recipe" for the coffee is written on the tubs and the 1/2cup scoops are left in those tubs.
 - **Quantity:** start with two pots of decaf and two pots of regular coffee; (it takes about 3 minutes to brew a pot of coffee). While coffee brews, rinse out the airpots and "prime" them with hot water. The airpots hold approximately 1 & 2/3 pots of coffee. The airpot servers are usually found on the steel table to the left of the coffeemaker. There is also a smaller insulated carafe labeled "hot water." Please 1/2 fill that hot water pot for tea and set out on the "coffee bar". A hot water dispenser is located on the left front of the coffeemaker.
 - **Set out on the "coffee bar " which is usually located next to the pass through:**
 - cups, (located in cupboard above and to the left of the coffeemaker)
 - stirrers, (extras are in the cabinet below the coffeemaker)
 - powdered creamer, "
 - napkins, "
 - sweeteners "
 - and tea bags (located above the coffeemaker)
 - Set children's beverage (i.e., lemonade which is located in cupboard above coffeemaker) and/or pitcher of water and glasses either on the coffee bar or at the far end of the large treat table.
 - Set out treats on trays (trays are located in cabinet to the lower right of the huge warming oven)
- Clean-up:** Used cups, glasses etc., are placed on the rolling carts which are located to the left of the coffee bar; they are rolled into the dishroom and cups/glasses loaded onto the large plastic trays which go through the dishwasher. These dishwashing trays are found under the stainless counter to the left of the dishwashing unit. Check the cups for lipstick and coffee/tea stains. Cups that look stained need a little extra love before they go through the washer. Sponges/cloths for wiping off these stains are usually found next to the sink opposite the dishwashing unit.
- There is a white "honeycomb" which is used to cover the plastic glasses when they go through the dishwasher to keep them from flying all over inside the unit during the wash cycle. To operate the dishwasher, simply close the doors. Soap and rinse agents are automatically dispensed.
- Dishes must air dry after they come out of the dishwasher--CAUTION: dishes will be hot when they come out of the unit; cups can be turned sideways to remove the excess water. Please put dishes away after they have cooled. NOTE: Please store the coffee cups right-side-up in the cupboard.

Please turn off coffeemaker and dishwasher power switches before you leave the kitchen at the end of the coffee hour. Thank you for helping!!!!!!