

COFFEE BAR INSTRUCTIONS

PREPARING THE COFFEE:

Cliff will usually brew the coffee, but if he is not there, follow these directions:

In Hot Water (coffee pot on the LEFT)

- IHW Coffee grounds are found under the coffee maker.
- Put a coffee filter in the top of the coffee maker. Use the plastic rings to secure the filter so it doesn't fold in when water is draining into it.
- Pour in TWO cups of coffee grounds into the filter for a full pot.
- Slide grounds container back into place over the coffee pot. Make sure the plastic flaps/lid is NOT covering the pot before you push the BREW button.
- Push the green BREW button next to the LARGE pot.
- You will notice a countdown start on the screen under ThermoPro. This will tell you how many minutes remains until the pot is done brewing.
- Once the coffee is done brewing, fill up the air pots with coffee. Make sure you're putting IHW coffee into the air pots labeled "In Hot Water St. John's Blend." You will need to move the pots to they are pointed at an angle instead of the spouts being straight forward. See bottom right picture.



Howard's Brew *(coffee maker on the RIGHT)*

- Folger's Coffee (red container) is used for this brew. It can be found in the cupboard under the coffee maker. 1 and 1/3 cup of Folger's grounds are used when brewing a large pot of coffee.
- Follow same brewing instructions as noted above, aside from the different measurements of grounds.

Decaf

- This is made in the small black coffee pot on the counter.
- Make a full pot of this. Fill the glass pot full of water, and dump into the top back of the coffee maker.
- Put a filter into the coffee maker. You can find the smaller ones in the cupboard above the small coffee pot.
- Folger's Decaf Coffee in the cupboard above the small coffee pot (green container) is used. Put 1/2 cup of grounds into the filter.
- Close the lid until it snaps and push ON.
- Once the coffee is done brewing, fill up the air pot labeled "Decaf" with coffee.

Hot Water

- Hot water is in the coffee maker. It comes out of the red center knob.
- Fill up the air pot labeled "Hot Water." This gets put on the small circular table with tea and coffee flavorings.

Ice Water

- Fill up a pitcher of ice water to put on small circular table with tea and coffee flavorings.

Lemonade (kid's table)

- Make a pitcher or two of lemonade - any unused can always stay in fridge for the following Sunday. This gets put on the kid's table.

Half and Half

- Fill up the small creamer carafe with half and half from the cartons in the fridge. Avoid using the small disposable creamers, unless we are out of half and half in the fridge.
- This gets put on the small circular table with the tea and coffee flavorings.

PREPARING THE DONUT TRAYS

- Donuts should be dropped off in the kitchen by 7:45-8am. Please **do not** put out any other treats aside from the store made donuts due to allergy concerns.
- Set donuts on glass circular trays.
- Place a variety of donuts on each tray. We usually leave the cake donuts whole, but cut some of the larger rolls in half.
- You can prep the trays before church, then keep them on the shelves under the coffee bar to access quickly once trays get empty during the rush between services.
- Two donut trays are set out per line. Keep at least two extra plates of treats under the coffee bar to reach for when you are running low.

SETTING UP THE COFFEE BAR:

- The coffee bar is on wheels. Pull the bar out from the wall and position it like so:
- Notice, we set up for two serving lines, each starting at the "Free Will Donation" signs, moving to the right.
- Find the "free will donation" signs and small glass hurricanes located behind the bar. Set them on the far left side of your two lines, so people see those first.
- Set out mugs in the space to the right of the donation signs.



- Next, line up the air pots. One of each kind of coffee is put on display. Only one line gets a decaf air pot. Put the extra air pot of IHW and Howard's Brew behind their respective pair, so it's easy to switch them out when one runs out.

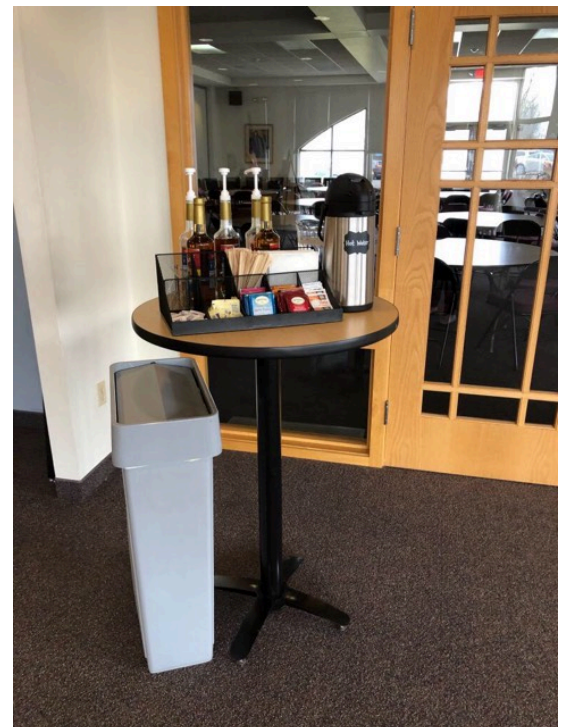


- Next, place the tray of donuts to the right of the air pots in each line, with napkins near the tray.
- Make sure to put buckets out on the counters by both kitchen windows for people to put their dirty mugs in.



SETTING UP ACCESSORIES TABLE:

- Hot water, ice water, half and half, the black accessories/tea divider and the coffee flavorings are all placed on this table. See images above for placement recommendations.
- Place trash can near the table so people can easily throw away their tea bags and stir sticks.



SETTING UP THE KID'S TABLE:

- The kid's treat table goes between the two doors to the fellowship hall.
- Set out a bowl of animal crackers with a serving spoon and napkins.
- Lemonade is served at this table. Pre-fill some styrofoam cups with lemonade. Leave the pitcher of lemonade and extra cups out so people can help themselves as needed.



MISC. SET UP NOTES:

- The coffee will stay hot in the airpots, so if you want to fill them and go to church that will be just fine. If not, you will need to leave church early to get that done before church is over.
- Make sure grey plastic bins are set out near the small kitchen window and outside the kitchen door near the dishwasher on the cart for people to put their dirty cups there.

MANNING THE COFFEE BAR:

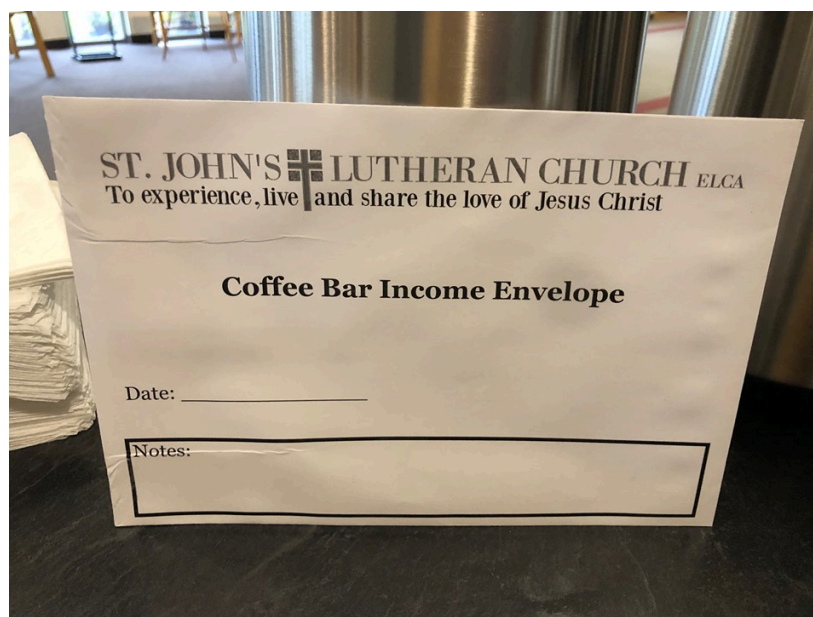
- Smile, greet, and visit with people as they pass through the line.
- Set out more mugs as needed.
- You may need to remind people that there are two lines.

- Make more coffee and/or refill the air pots as needed. Always have a back up air pot ready to go behind the one sitting out that people can pump from.
- Use your best judgement on making more. You can always brew a smaller pot if you don't think a full pot needs to be made. We want to make sure coffee is out and available until 15-20 minutes into the second service. Please do not start clean up immediately when the second service starts.
- Prepare and replace donut trays.
- Refill lemonade cups and animal cracker bowl as needed.
- It's helpful to have two people behind the coffee bar, and two people working in the kitchen as runners - refilling donut trays and airpots.

CLEAN UP DIRECTIONS:

FREE WILL OFFERING:

Find the Coffee Bar Income Envelopes under the the coffee bar. Collect the money from both glass jars and count the total amount received. Put money in the envelope and write the date and total on the outside. Give the envelope to one of the ushers and ask them to make sure it gets put in the offering basket.



MUGS:

Take mugs from the gray tubs and place them upside down in the dish washer racks. Follow directions on the front of the dishwasher. When the mugs are clean, pull the rack out of the dishwasher and dry any “puddles” left on top of the mugs. Return the rack full of clean mugs to the storage cart under the coffee bar counter.

AIRPOTS:

Open the pots by pushing side knobs of cover and lifting up. Remove the insert. Hold the insert under water faucet with water going into the bottom end until water runs out clear.

These dry in the white plastic bucket until they are used again next week.

Rinse the airpots out with hot water and dry the inside and outside with a dish towel. Wipe the outside to remove any water spots. Once dry, these are placed back under the coffee bar, ready for next Sunday.

COFFE MAKER:

Cleaning the large pots is easy! Saving the plastic rings, dump grounds in waste basket.

Carry pots to the sink by dishwasher and use spray faucet to clean inside of the pot. If needed, use a dish rag to clean inside of pots and use dish towel to dry outside of the pots to prevent water spotting. Replace brew pots to machine, leave the plastic lids open.

MISC. CLEAN UP:

- You can start cleaning up when the second service starts, but please leave one airpot of each kind of coffee out at the bar for any latecomers, or if people want a quick refill after church if there is any coffee left. Office staff will clean those up on Monday, you do not need to worry about that.
- Put the black accessories tray, coffee flavorings, donation signs, and hurricanes all back under the coffee bar. Wash the coffee bar and high top table off.
- Put away any leftovers from kid’s table and wash off the table.
- Wash, dry, and put away the glass plates used for donuts and return to lower cupboard.
- Wash down the counters in the kitchen.
- You can take home or give away any extra donuts. If there are a lot of extras, some people choose to drop off at the nursing home for staff as a special treat. You are welcome to get creative if you have other ideas!