

Coffee Hosts

1. Arrive by 9:30 AM and get the coffee pot going.
2. A table will need to be set up on the patio for supplies.
3. After the service, wearing gloves fill up carafes with regular and decaf and add them to the cart. Face them towards the back of the cart so you can serve the coffee. Keep the cups with you on the cart.
4. Set out sugar packets/creamer and napkins on the table.
5. Roll the cart out onto the patio for fellowship hour.
6. Pour cups of coffee as requested. You may want to fill a few cups ahead of time to keep the line moving.
7. After fellowship hour return all supplies to the kitchen. Wipe down the table and put it away.
8. Empty and rinse the carafes.
9. Straighten up the creamers, etc. Please let the office know if we are low on any supplies, especially creamer, coffee and filters.
10. Put everything away.
11. Wipe down the counters and cart. The kitchen needs to be in perfect order for the Pre-School in the morning.
12. Take home any towels used, laundry and return the following Sunday.

People will be instructed to social distance.

Short Version

Coffee Hosts

Arrive early to get the coffee pot going. Set out sugar packets/creamer, cups and napkins on the counter or a table. After fellowship hour return all supplies to the kitchen. Wipe down the table and put it away. Empty and rinse the carafes.

Straighten up the creamers, etc. Please let the office know if we are low on any supplies, especially creamers, coffee and filters. Put everything away.

Wipe down the counters and cart. The kitchen needs to be in perfect order for the Pre-School in the morning. Take home any towels used, laundry and return the following Sunday.