

## Coffee Hour Duties

### Set-Up and Clean-Up Responsibilities for all Team Members

Arrange for food to serve approximately 100 – 150 people
Plan to offer the food immediately following the Dismissal Prayer at the end of Liturgy, which is usually at 11:30 am during our regular hours
Arrange the food for Coffee Hour on the tables in the Reception Area <i>(Place white plastic tablecloth on the table)</i>
Pour cups of juice as needed throughout the coffee hour
Use (2) Creamers for the coffee table. (Note: Hazelnut flavor is a favorite and on Fasting days: Oatmilk Caramel can be used)
<b>Please set aside a plate of food for Father in a “To Go” container.</b> (Often, he does not have the chance to eat until later that afternoon.) and Clergy. <b>Also, please send a plate of food to the Council members who are counting the money in the office. Most of the time, they do not get a chance to eat something!</b>
Upon completion, be sure to clear off <u>all</u> tables in the Fellowship Hall and wipe off all surfaces (including chairs) with a clean, damp towel and some Windex.
Put away plates, cups, sugar, etc. where they belong.
If there is any food remaining, please take it with you or give it away. <b>Please don't leave any food in the refrigerator.</b>
Wash and dry all platters and bowls and put away
Wash out with soap the coffee urn and all of its parts. Dry them and reassemble the urn. Then wipe out the sinks afterward.
<b>Sweep kitchen - Wet mop kitchen, <u>if needed</u></b> No need to sweep/mop the foyer or hall.
Take home the soiled towels to launder them and then return them the following Sunday.
<b>Take trash bags to the garbage dumpster</b>
In essence, please leave the kitchen cleaner than you found it! Remember, this is our church home.

### **How to make coffee in the large urn, (Steve Lavendakis makes coffee):**

Fill the urn with as much water as cups of coffee desired.  
Use one teaspoon (the white plastic ones) for each cup of coffee. There is a clear plastic scoop inside the coffee jar. That scoop is equivalent to 5 teaspoons. We normally make 100 cups of coffee.  
Plug in the urn and let it brew!