

Coffee Host Instructions

The Coffee Host keeps Coffee Hour going smoothly and helps with the clean up at the end. All of the set up and coffee making is done by the Custodian, as well as the dishwashing afterward. The Coffee Host role begins after the service.

AFTER THE SERVICE

- The custodian will move coffee pots from kitchen to serving table just before the service ends.
- Your job is to manage the table. Exchange full pots for empty pots, replace sugar/creamer if needed, etc. Tidy up.
- We are no longer collecting money during coffee hour.
- Collect empty cups and take them to the dish window. If the gray dish bucket on cart gets full, take it to empty it and bring it back.
- Clean up at the end of coffee hour. When most people have left, start clearing off the tables. Collect all used cups and utensils and take to dish window.
- Take to kitchen shelf for “weekday coffee supplies”: 2 sugar pourers, 2 cream pitchers (after washing!), 2 bowls sweeteners, 2 cups stirrers. Put any remaining of those items plus small glass trays, money jars into coffee hour supplies box.
- Take one napkin dispenser to the kitchen, put the others in the pantry.
- Take 2 plastic baskets with tea bags to kitchen: put any other boxes of tea in the pantry.
- Take unused glasses to kitchen (shelf over double sink, left). Take unused coffee mugs on trays to pantry.
- Take tablecloths home to launder. Return clean and folded tablecloths the following Sunday to the pantry, or drop them off during office hours during the week

(September 2018)