

Thank you for looking after COFFEE TIME after Worship in Canmore Feb 2024

There are four main tasks: SUPPLIES, SETUP, SERVING, and CLEAN-UP

SUPPLIES

Please check toward the end of the week to see if there are half & half cream (500 ml), milk (500 ml or 1 l) and juice in the fridge. If not, please bring these with you on Sunday.

Most folks doing coffee will bring some home-baked or store-bought treats; this is greatly appreciated. In a pinch there are usually a few cookies above the sink.

SETUP

Between 9:15-9:30, arrive at the kitchen and set up two tables: one in the middle of the hall for goodies, one by the stack of tables for the coffee/tea.

Turn the dishwasher on. Run it through a cycle (toggle the on/off rocker switch to ON, close the door, push the latch) so that it will heat up to a proper temperature after the service. Once it is on, just leave it on and closed. It should heat up to 140 degrees or higher.

Tablecloths are located under the hand-washing sink.

Make coffee. The coffee is in clear canisters beside the microwave. Regular coffee quantities are 36-40 cups of water, 2 cups of coffee, in the large perc. For Decaf it's 12 cups of water, 2/3 of a cup of coffee with a coffee basket filter, in the small drip coffee maker. Plug the coffee perc in on the counter (note which circuit it is on to avoid blowing the circuit!) and it will start heating and percolating automatically. The drip coffee maker should be turned on just prior to worship. Note: the power outlet by the side table is on the same circuit as a lot of other things and it might blow if the coffee is perc'd using this circuit.

Fill two kettles and put them on the stove. Bring them to a boil prior to worship. You may wish to leave them on low throughout the service, or bring them back up to boil just before the after-worship crowd arrives. There are two teapots, one for regular tea, one for herbal, stored above the sink. Tea is stored in the cupboard above the sink and to the right.

If we are getting low on coffee or tea please notify the office!

Cups are above the sink to the left, and trays are stored in the cupboard at the left end below the kitchen counter. Load a couple of trays with mugs, cups and/or teacups and bring the trays over to the side table.

Water/juice glasses are in the island; put out about eight glasses, a pitcher of water, and juice.

Sugar and packets of sugar replacement are found in the upper corner cupboard, as are cream pitchers. Serviettes are in a drawer at the left end of the kitchen counter.

Serving platters for cookies, fruit, cheese & crackers etc are in the island.

SERVING

It is wise to leave worship at the start of the final hymn to go to the hall for final preparations:

Make two pots of tea: one regular, one herbal.

Move the coffee perc and pot to a side table. They should not need to be plugged in.

Put out the milk and cream, along with a few small spoons and a small plate for dirty spoons. These can be put by the mugs, or on the island.

CLEAN-UP

If needed, there are grey bussing bins in the right hand tall cupboard.

According to the manual of the dishwasher, it is capable of both cleaning and sanitizing. Do make sure that the plates have been scraped, as per manufacturer's instructions, and you may wish to pre-wash the cups, mugs etc. There are dishwashing trays, some with spines, some not, and there are cutlery baskets that stand up in the spined trays.

For each load, open the door of the dishwasher, slide in the tray, close the door and push the latch. The dishwasher should start automatically; it goes through a two-part cycle and then you can hear the motor stop. The tray may be removed at this point and another tray loaded.

It is OK to lightly dry the bottom of mugs, cups and plates before putting them away but please do not dry the eating/drinking surface - doing so defeats the purpose of the dish sanitizing cycle.

When all dishes are done, drain the dishwasher by toggling the on/off rocker switch to OFF and closing and latching the door. This will drain the dishwasher and turn it off. Please leave the door slightly ajar, using a small wooden block or a cutlery basket to keep it in place. This helps the dishwasher to fully dry and air out.

Coffee grounds, teabags, crumbs may be put in the compost pail. If the compost or garbage bags are quite full, please take them with you for proper disposal. Bags are under the sink.

There is a rag mop in the small closet just beside the stairs to the sanctuary, as well as a broom and dustpan. Please ensure that the hall is dry-mopped before you go, so that there are not food crumbs around for the next user. If there are spills to clean up, the mop and bucket are now stored upstairs in the furnace room.

Please take any wet/dirty linens, dishcloths & tea-towels with you for laundering and turn off the lights. Thank you!