

## Hospitality Instructions October 2016 Coffee Brewer Instructions

All supplies are there in church but ice, juice, cream and food

- Coffee supplies are in the Ushers Room
- Plug in coffee pot right away – takes 20 minutes to heat
- Wipe off the counter and set coffee filter on top. Prepare coffee filters: about 1 ½ C coffee per batch – filters and coffee are in cupboard
- Place in filter basket in brewer
- When 20 min passed since plug in (brewer noise will go to silent – it's ready), place a coffee carafe, with stick insert in, under brew basket – centered under where coffee will come out, and adjust when flow begins
- Fill the pitcher under the coffee table to top line and slowly pour into the rectangular opening on top of brewer, add another pitcher filled to the lower line. Pour slowly or will overflow. Adjust placement of carafe as coffee flows.
- When finished, discard grounds and used filter. Refill. Wait 10 minutes from completion time before repeating (brewer noise will again be silent)
- Repeat as often as needed.
- We have 4 carafes – others are in the cabinet on the west side of the vestibule I usually make 2 or 3 depending on size of the crowd.
- When finished, rinse carafes, clean filter basket, rinse pitcher and place upside down on lower shelf, wipe counters, carry out garbage
- The sink in the ushers room is not a clean space to wash dishes or coffee parts
- Wash dishes on the counter using paper towel and bowl containing both dish soap and dishwasher soap (contains bleach). May rinse bowl under faucet if dishes don't touch the sink.
- Dry with paper towels or dishtowel from the cupboard
- Unplug the coffee maker

### Hospitality Tips

- Start coffee following instructions above
- Empty water carafe, rinse and refill with fresh water, add ice
- Set up long white plastic table – if not out it's behind last pew
- Tablecloths are in cupboard in back of church
- Use alcohol soap and then gloves to handle food and serving equipment
- Place juice cups and juice on one side of table, coffee, cream, stirrers and sweetener on the other  
All supplies are in the cupboard; replacements in cupboard on E side of vestibule
- Set food up on baskets and platters (in cupboard) and place in middle of the table (baskets lined with napkins are an easier cleanup than platters) – we use tongs for food service
- Cut food items into smaller portions depending on size of the crowd in church
- Place napkins on the table – we have a limited supply of plastic forks as we always serve finger food
- Serve Coffee (safer because it is hot)
- Enjoy the event!

### Cleanup

- The sink in the ushers room is not a clean space to wash dishes or coffee parts
- Wash dishes on the counter using paper towel and bowl containing both dish soap and dishwasher soap (contains bleach). May rinse bowl under faucet if dishes don't touch the sink.
- Wipe off table
- Vacuum back of church
- Take garbage out to dumpster; replace bag (bottom drawer in ushers room)
- Rinse out coffee pots
- Remove or donate left over food unless there is another hospitality following you

### **What to bring:**

- 1 gallon of juice, 1 pint of cream, ice for water
- Finger food for about 50 people – add lots more if expecting a large crowd for special events (school hospitality; religious ed mass etc)
- Donuts are very popular – for weekly Mass I get 3 doz long johns and cut in thirds, bring whatever you like; also cookies or bars are popular; nice to have a nut free or gluten free option; fruit: nice to have but smaller quantities as most people eat the sweets
- Nice to have a packaged item, like Oreos, to flex up with if more people than food

### **Jobs**

- Coffee person - 1 – makes and serves
- Set up Person –1- put out table, cloth, cups, napkins, tong, juice and juice cups
- Food Person – 1 or 2 - cut up and display food; cut smaller if large crowd, use baskets lined with napkins when possible for easy cleanup
- Cleanup people -2 - do dishes according to instructions, rinse out coffee pots, vacuum back of church, take out garbage, wipe table, put supplies away