



COMMUNITY  
UNITARIAN UNIVERSALIST  
CONGREGATION  
AT WHITE PLAINS

## **SUNDAY COFFEE HOUR INSTRUCTIONS**

*We expect about 75 people to stay for coffee hour. We ask coffee hour hosts to supply about 70 - 90 small snack items, preferably finger food that doesn't require cutlery.*

### **SUPPLIES TO PURCHASE**

(Any purchased items can be reimbursed. If possible, check what's left over in the CUUC refrigerator and freezer first.)

- 1 half-gallon milk
- 1 small container of a non-dairy, non-nut based creamer (for example, a soy, rice, or oat-based product)
- 2 half-gallons juice
- Approximately 70 - 90 treats, preferably that don't require cutlery

### **PRE-SUNDAY SET UP**

- Coffee urns and hot water urn will be filled and set up on the coffee cart in the fireside area. If not there, cart will be in the kitchen or Fellowship Hall. If urns not filled, coffee packages are in upper cabinet to right of small kitchen refrigerator or the back lower left cabinets in Fellowship Hall. Use hose to left of stovetop to fill urn with water (loosen valve first, tighten when done). Use markings on urn to measure water level. Use plastic measuring cup to measure coffee grounds, then place in filter basket. For 100 cups coffee = 6 cups grounds (whole bag); 75 cups coffee = 4 cups grounds; 55 cups coffee = 3 cups grounds. Coffee needs for usual Sunday: 75 cups regular, 30 cups decaf, hot water 25-30 servings.
- Coffee hour supplies are in the coffee cart. Supplies should include plastic pitchers for water and juice, small glass and metal pitchers for milk, larger silver carafes for coffee, and baskets with stirrers, napkins, and various sweeteners.
- 3 tables will be set up for serving, usually in the Fireside Area. 2 are usually placed in front of the fireplace and slightly angled, with some space in between. The 3rd table is placed in front of the sliding glass windows, for the treats. Tables will have tablecloths. If not, tablecloths can be found on the usher shelves to the right of the fireplace, and also in bins behind the chancel.

### **REMINDER**

- **At 9:45am, check that the coffee & hot water urns on the cart in the sanctuary have been filled. Plug the urns in, and check that any On lights**

**are lit.** Make sure the cord for the Regular Coffee urn is plugged into back of urn.

### **SUNDAY MORNING CHECKLIST**

- Take 4 metal pitchers and put on top of the cart, to be filled at the end of the service. 2 for regular coffee and the 2 with blue/orange ribbons for decaf.
- Check if a water pitcher is in the small kitchen refrigerator. If not, take a plastic pitcher from the cart, fill from the kitchen faucet, and place in small refrigerator.
- Take two plastic pitchers, fill with juice, and place in refrigerator.
- Put treats on plates (in the lower cabinet to right of small kitchen refrigerator), place plates on serving table, and cover with napkins.
- Take a stacked tray of mugs and a tray of glasses from the kitchen (under counter to the left of the dishwasher) and wheel into the serving area (usually Fireside Area). (Chris usually sets out 1.5 tray of coffee mugs and 1/2 a tray of glasses per table, with an extra 1/2 tray on the cart nearby, usually to the right of the fireplace.)
- Take baskets of sweeteners, stirrers, and napkins from carts and place on serving tables. If needed, extra items for baskets are in upper cabinet to right of small refrigerator.
- Take 2 or more small glass or metal pitchers from coffee cart, fill with milk, and place in refrigerator.
- The Environmental Practices Group asks that Coffee Hour hosts take the small, green food scraps container (lined with a compostable liner bag) from under the first kitchen sink and set it near the serving tables.

### **AFTER SERVICE**

- Pour coffee into the 4 silver carafes. Place 1 regular and 1 decaf on the two tables.
- Pour hot water into teapot.
- Uncover plates containing snacks.
- Bring water, juice, and milk pitchers out from refrigerator and place on tables.
- Roll the cleanup cart of black plastic bins from the kitchen to Fireside Area. (If not in kitchen, cleanup cart will be in Fellowship Hall.)
- Remind congregants to toss compostable items (e.g., paper napkins, fruit peels, cookie crumbs, compostable servingware, etc.) into the green food scraps container.

### **AROUND 12:00pm NOON (or whenever people begin leaving)**

- Ask congregants to put dirty mugs and glasses in the plastic bins of the cleanup cart.
- Remind congregants to throw away used paper goods (e.g., napkins) in green food scraps container or in garbage pails, NOT in the blue bin for paper recycling!
- Place baskets of leftover sweeteners, napkins, etc., back into the carts.
- Place extra milk and juice in kitchen refrigerator.
- Return the filled green food scraps container to kitchen under the first sink.

- Put any treats in their original packaging and store in the grey “Coffee Hour” bin on counter to right of small refrigerator.
- Clean mugs, glasses, and silverware in the dishwasher:
  - Fill 1 plastic tray with coffee mugs (use the correct size tray)
  - Open dishwasher door and leave slightly open.
  - Turn the On/Off switch at the bottom of the dishwasher to On.
  - Run warm water in sink first until hot, and then turn off faucet.
  - Place tray of mugs in dishwasher and shut door. Be sure door is fully shut, so dishwasher will run.
  - Run 1 cycle (approx 5 min until done). Cycle is over when orange light turns off.
  - Open door and close it again for a second run.
  - After 2nd run, take out tray and place on the kitchen counter for a quick dry.
  - Next runs can be 2 trays on top of one another.
  - Last batch, select a tray with the pegs and fill with pitchers, urns, etc.
  - Once done, turn On/Off dishwasher switch to Off.
- To clean urn filter baskets, dump grounds into garbage and wipe out with paper towels to get most of the grinds out, then rinse. They only need rinsing
- Take clean urns, teapots, coffee carafes, plastic pitchers, and milk pitchers, and return to coffee cart.
- Leave kitchen tidy (all items stored, counters cleared and wiped down).

*Thank You!*