

## **JOB DESCRIPTION – COFFEE HOUR PREPARATION, 1<sup>ST</sup> SERVICE**

**JOB/TASK:** *1<sup>st</sup> Service Coffee Hour Preparer*

**NUMBER OF PERSONS NEEDED:** *2 per Sunday*

**TIME COMMITMENT/FREQUENCY:** *3 hrs approx. every 10 weeks*

**SUPERVISOR /CONTACT:** *Elaine Davis*

**MINISTRY GROUP RESPONSIBLE:** *Parish Life & Care*

**REFERENCES:** (people who have done this job and would be willing to answer questions about it) - *Lois Dokken, Laury and Bob Bender, Ramona and Bob Rayle, Linda and Steve Stephenson*

### **INSTRUCTIONS - 1<sup>ST</sup> SERVICE COFFEE HOUR PREPARATION**

**Coffee:** Use two largest coffee urns, one for regular and one for decaf. Fill to maximum capacity with cold water. Place filter (optional) and one cup of ground coffee in basket for each 20 cups of water; e.g., 2-½ cups coffee for 50 cups water. Measuring cups are in cupboard above counter. Plug in urns on counter in SAH to perk. Place Regular and Decaf identifiers appropriately. NOTE: Check to make sure pots are perking before leaving.

**Hot Tea:** Heat water in kettles on hot plate. Put 3 tea bags in each of 3 white thermos pitchers. Turn hot plate down to low during service. Just before serving, fill thermos pitchers with hot water to brew.

**Lemonade:** Make 3 one-gallon pitchers of lemonade. Use 1-2/3 cups of lemonade mix per gallon. Since refrigeration space is limited, it is helpful to fill pitchers only 2/3 full of water and, after stirring in mix, add ice to top of pitcher. Leave on counter and stir again just before serving. Icemaker is in downstairs kitchen. Extra gallon pitchers are available for transporting ice upstairs. Pour lemonade and ice into punch bowl at serving time.

**Set-up:** Find tablecloth for large table in room between office and SAH. Put punch bowl with ladle on large glass plate (stored under counter in kitchen) at one end of the table. Put out cold cups (from under counter in SAH). Set up cups, stirrers, sugar, on other end of table with Hot Tea sign.

On counter set up coffee cups w/inserts from under counter in SAH. Also provide paper hot cups for people to take with them to CE. Put out a few napkins. From kitchen cupboard bring sugar, stirrers, sweeteners, and a saucer for used stirrers. Have milk pitchers ready to fill and add to setup just prior to serving. NOTE: Bring ½ gallon of regular (not low-fat) milk from home.

**Clean-up:** When folks have mostly cleared out of area, tidy up by putting new inserts in coffee cups, cleaning counter, etc. Leave for late service at least 1 gal. lemonade, 1 thermos hot tea, 20-30 cups each coffee pot, and remaining milk. If necessary, start another small pot

of coffee.

**Summer Service:** No coffee or hot tea--just lemonade and iced tea (bring 2 gallons from home). Set up cold cups and two punch bowls. Clean up at end of fellowship time. Wash punch bowls, ladles and store. Return tablecloth to closet or take home to launder if needed.