

## **JOB DESCRIPTION – COFFEE HOUR PREPARATION, 2<sup>ND</sup> SERVICE**

**JOB/TASK:** *2<sup>nd</sup> Service Coffee Hour Volunteer*

**NUMBER OF PERSONS NEEDED:** 2

**TIME COMMITMENT/FREQUENCY:** *2-1/2 hrs approx. every 9 or 10 weeks*

**SUPERVISOR /CONTACT:** *Laury Bender*

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

**REFERENCES:** (people who have done this job and would be willing to answer questions about it) - *Liz and Alan Stevens, Billie and Steve Hiemstra, Scotty and Daniel Benson*

### **INSTRUCTIONS - 2nd Service Coffee Hour Preparation/Cleanup**

Approximate requirements: 1/2 pot (25 cups) each Decaf and Regular Coffee  
1 white insulated carafe hot tea  
1 gallon lemonade

1st Service Coffee Hour volunteers are asked to tidy up and check to see that the above is available either in the serving area or in the kitchen off St. Andrews Hall (SAH) before leaving. It is important to arrive by 10:30 and check the area before you to go to worship service.

The lemonade should be in a plastic pitcher in the small refrigerator and also milk for coffee. (Use the coffee creamer in cupboard if milk has run out.) Should you need to make more of anything, instructions for making lemonade, tea, and coffee are posted on the inside of the center cabinet door over the counter. There is a hotplate with teakettles for heating hot water. If you just need a bit more coffee, you can test the strength of the remaining coffee and if plenty strong, just add some water. There is also instant coffee which could be added. If you need to make a new pot, use the white insulated carafes to pour any remaining coffee into while the new pot is perking.

Paper goods (napkins, paper cups for lemonade, inserts for cup holders, etc.) are stored in the cabinet under counter in SAH. If cabinet not stocked sufficiently, you should find more paper products in the storeroom where the tablecloths are hung. There is an icemaker in the main kitchen in Fellowship Hall.

Plan to leave the worship service when congregation stands for the Dedication of Offering. This gives you time to get ice from downstairs if needed, fill the cream pitchers and punch bowl, and even pour a few cups of lemonade before the service ends. In winter, children are the main customers for lemonade; they handle it better if cups are only half filled.

At cleanup time, empty coffee pots, carafes and pitchers; rinse well, and store in cabinets above and below counter to left of sink. If coffeepots still contain enough coffee to make them heavy to carry to kitchen, use carafes to drain some of the coffee into before trying to

move them or ask Gordon (Sexton) to help you. Detergent is below sink for washing pitchers, spoons, punch bowl, etc. Punch bowl is stored in center cabinet under counter. Dish towels are in drawer to right of sink. If tablecloth is not perfectly clean and reusable, please take it home with you to launder. The cloths are all easy-care. Do not leave in dryer too long or wrinkles may become permanent. Cloths are stored on hangers in storage room on left side of SAH (toward Office).