

COFFEE CORNER

Jerry Craig arrives early in the morning and has graciously volunteered to prepare all the pots of coffee for Sunday Adult classes and the rest of the congregation. The large silver coffee maker that is sitting on the counter should already be plugged in and ready to go. She will also bring up ice to set up the Ice water. **THANK YOU JERRY!!** If she is not able to prepare coffee for some reason, you will be notified. See page Titled “Coffee Making Instructions.” on setting up the coffee.

VOLUNTEER INSTRUCTIONS.....Arrive at 9:30 am

Have small napkins available for cookies at both tables below. (Supplies are in the drawers under the counter. (Extra supplies and pre-packaged cookies are in the closet next to coffee corner. First shelf on the left is for Coffee Corner Supplies.)



Place on table in Coffee Corner

2 plates of cookies



Place on table in Narthex

4 plates of cookies

CLEAN UP

- Empty Airpots and rinse thoroughly with plain tap water (no soap)
Replace them where you found them
- Rinse the sponge of the drip trays
- Cookies that have not been plated can be taken home or stored in Freezer in CFC Kitchen.
Please mark with date and Coffee Corner description
- Cookies that have been plated should be thrown away
- Store all items that were put out, placing them back where they were found.
- Wipe off counters and tables.

THANK YOU FOR PARTICIPATING!!

Coffee Making Procedure

If Jerry Craig cannot come in and do the coffee.....**Arrive between 8:45 - 9:00 am Sunday morning.**

1. Look at the Coffee Machine and confirm that it is still plugged in and that the Green button light is on.
2. Fill the Measuring Cup (next to the coffee machine) up to the top with **hot** water.
3. Pour the hot water in the coffee machine. That access is located at the top of the coffee machine.
4. Fill the same Measuring Cup with Hot Water again but only up to the red line. Add it to the coffee machine.
5. Wait for Green for green light to come so you can start to brew the coffee.
6. On the far right of the blue coffee counter sits 8 insulated carafes (AKA Airpots) Fill 6 of the Airpots with **HOT** water from the sink. Close the lids to keep the water warm in the carafes. This will help the coffee stay warm longer when you switch the water for coffee.
7. You will be making **3 Highlander Grogg Airpots - 2 Regular Airpots - 1 Decaf Airpot** (This should be all that is needed for the morning but if there is a large crowd additional pots will need to be made. *Folgers Regular and Decaf Coffee are in the small refrigerator in coffee corner. The Highlander Grogg is in cabinet to the right of the brewer. It is not refrigerated.*
8. Wait for Green for green light to come on before starting to brew coffee every time.
9. Start making coffee. Pick the one you are making first and take one of the carafe you filled earlier with hot water. Empty the water in it, in the sink and set it under the coffee maker.
10. 1 cup of coffee per 1 Airpot. (1/2 cup measure is provided for our use. Be sure to use 2 of these per pot) you can use a little less of the Folgers.
11. Put coffee in filter
12. Place filter containing coffee in basket. (*Rinse basket after each brew*)
13. Press to start. After the pot is filled, close the lid and set it out on the table. Start over making another pot but first, **FILL THE COFFEE MAKER WITH THE SAME AMOUNT OF HOT WATER THAT YOU DID ABOVE BEFORE EACH POT IS MADE.** The Airpots will hold the coffee temp for the morning.



Setup smaller table with creamers, sugars, stir sticks, napkins and basket containing the tea bags and hot chocolate packets. (Image 1) All kept in the wall cabinets above the blue counter and napkins in the drawer. Place an empty bowl on the table to hold trash (stir sticks, empty sugar packets, etc)



- **Ice water** – Base, ice water container and lid are kept in the base cabinet. Jerry Craig will fill container with ice and place next to sink. Fill partially at sink and carry to table then fill remainder of container with pitcher.
- Stack of 9 oz. paper water glasses
- 4 plates of cookies – use plates found under counter (left side) to serve cookies
- The sign for coffee corner donations and the glass container for the donations.



Keep an eye on Airpots for when they run out. More can be made if necessary

On the table should be.....

- 3 Highlander Grogg Airpots
- 2 Regular Airpots
- 1 Decaf Airpot

The drip containers go in front of all the front pots in use. They should be located next to the Airpots on the counter.

- The coffee cups go between the Airpots.
- The hot water warming unit with electric pot filled with cold water
Set the teapot on the warming unit and press the on button after you plug it in.
- **Hot Water Sign** placed behind Electric Pot

