

***Welcome Back!* Coffee Hour Guidelines**

It is a joy to reconnect with one another as we regather. At present, we will serve coffee and tea only. Streamlined coffee hour instructions follow. *Thank you for your hospitality!*

Set-Up Instructions:

1. Arrive between 8:30 and 8:45 am.
2. Prior to the service, turn coffee maker on using the Main On/Off switch at the back top left of the machine.
3. Based on current consumption, plan to brew two pots of coffee.
4. Cups, coffee, hot water, tea bag assortment, and other accoutrements should be placed on the cabinets below the pass-through in the parish hall.
5. After communion, go downstairs and follow coffee brewing instructions posted next to the coffee maker
6. Fill one insulated carafe with hot water for tea. You may use either the red-switch hot water dispenser at the top left of the coffee maker for instant hot water or use the tea kettle to heat water on the stove.
7. If desired, fill a pitcher with cool tap water.
8. Although creamer is provided, if desired, you may opt to purchase and bring milk or half and half. Check refrigerator to see if a carton remains from the previous week.

The church stores the following supplies in the kitchen and parish hall closet:

- Disposable cups (on cart in kitchen or in parish hall closet)
- Coffee (on lower shelf below ceramic cups)
- Coffee fixings: creamer, sugar, stirrers
- Hot water
- Tea bags
- Napkins

Making Coffee

1. Turn on the Main On/Off Switch (toggle switch on back upper left of machine). Machine will need about 10 minutes to warm up before ready to brew.
2. Push on the I/O Switch (left-most push button on the front of the machine). If done correctly a small LED will light and the digital display will indicate the water temperature.
3. Insert a filter into the brew funnel.
4. Pour coffee into the filter and level the bed of grounds by gently shaking. **Use 1 and ¼-½ cups of ground coffee as measured with the ceramic coffee cup in the coffee container.**
5. Slide the brew funnel into the funnel rails until it stops.
6. Place an empty coffee pot under the funnel.
7. Verify that the digital display reads: "READY TO BREW WATER TEMP: 200."

8. Momentarily press and release the “Brew” Switch (center push button on the front of the machine).
9. The display will read “NOW BREWING” and show the time remaining in the brewing cycle.
10. Next the display will read “DRIPPING” until the coffee is done.
11. After the coffee finishes dripping from the funnel tip, carefully remove the brew funnel and discard the grounds and the filter.
12. To brew additional pots of coffee, repeat the steps starting with the insertion of a filter into the brew funnel (Step 3).

Serving Coffee

1. Transfer coffee from the coffee pot into the stainless steel pump coffee dispenser. Each pot makes about 60 oz. NOTE – the pump coffee dispenser will hold about 1 and ½ pots of coffee. (If you want, use the small funnel in kitchen island drawer to help fill the pump coffee dispenser.)
2. Once brewed, other coffee pots may be moved to the other warmers. (Turn those warmers on or off using the two push buttons on the right of the machine.)

Coffee Hour Attendant:

1. Generally attend to needs at coffee hour.
2. Refill coffee dispenser if empty.
3. Make more coffee if needed.
4. Turn off coffee maker when done.

Clean-Up Instructions:

1. Clean up may begin at eleven or earlier if all have left.
2. Use plastic wrap to cover any open containers of creamer or sugar, or return contents to bulk containers stored in kitchen.
3. Cups, stirrers, napkins, and any enclosed containers may be left on the cabinets for use the following week.
4. Refrigerate or take home any leftover milk or half and half.
5. If needed, sweep the floors in the parish hall and kitchen. (Brooms are in the closet by the freezer.)
6. Wipe down all surfaces that were used in the kitchen.
7. W
8. Wash all reusable items (coffee pots, water carafes, etc.)
9. Dispose of any trash or recyclables in bins on the ramp outside parish hall. (Use external parish hall door on north side. NOTE—this door will lock behind you, so use a cone or helper to secure.)
10. Double-check that the coffee pot is off.
11. Turn out all lights.
12. Ensure all doors close firmly behind you and lock upon exiting the building.

Clean-up/Shut-down

1. Use a damp cloth to clean all surfaces on the machine.
2. Clean coffee pots with dishwashing liquid. When dry, return to warming pads on the machine.
3. To clean the stainless steel pump coffee dispenser:
 - a) Rinse coffee grounds from inside the coffee dispenser liner.
 - b) Pump clear, warm water (no soap) through the dispenser.
 - c) Flip open the lid up and remove the pump tube. Use warm water and narrow brush to clean tube.
 - d) Clean the coffee dispenser liner with warm, soapy water and sponge wand.
 - e) Allow all parts to dry completely. Do not reassemble, but allow parts to air dry in dish drainer. Set sponge wand and brush in dish drainer to air dry, too.
4. Push the I/O switch (left-most push button on the front of the machine). If done correctly the small LED will extinguish and the digital display will go dark.
5. Reach around the back of the machine and **turn Off the Main On/OFF Switch** (toggle switch on the back left of the machine).