

Community Hour Cheat Sheet

- 1) Arrive by 9:15am and put kettle on to boil (for hot water container).
- 2) Empty water out of coffee containers and make 4 containers each of regular and decaf.
- 3) Set up tables with tablecloths, sugar, sweeteners, white cups, tea and hot cocoa and begin making back up coffee. Turn on the sterilizer.
- 4) Go to service but leave during the final song to make 2 pots of regular/decaf and 1 pot of hot water for upstairs and bring up rolling cart with green cups, milk, sugar, drinks/snacks (should be ready to go once service is ended).
- 5) Put out cream, milk, coconut/almond milk, snack from refrigerator drawer/ snack cabinet and pitcher of water.
- 6) Replenish coffee/creamers/snacks as needed until 11:45am, then start collecting empties.
- 7) Start to wash dishes and THEN use sterilizer (temp must reach 165°). The machine only sterilizes, it doesn't clean. YOU MUST WASH CUPS BEFORE PUTTING IN STERILIZER.
- 8) At 12 noon, finish collecting all cups and put things away. Empty all glass milk/cream containers and wash by hand and replace in cabinets. Wipe down counters. Rinse out coffee containers and replace with water and appropriate pump.
- 9) Throw dirty laundry in washer/dryer (basement) and turn it on. Machine will do both.
- 10) 12:15pm – leave the kitchen cleaner than you found it and enjoy the rest of your day!