

## First Parish Bedford Coffee Team Duties

Upstairs Team (2) in the Blinn Room (on the Elm Street side of the balcony)

### **Set Up (30 minutes)**

You can come as early as you like to set up, so it does not conflict with choir or other activities before the service. (The vacuum pots keep the coffee hot for hours.)

The team can work together or split duties as they prefer.

1. Bring upstairs a selection of food that volunteers bring to the downstairs kitchen. Bring up serving plates and napkins as needed. Also bring up pitchers of milk & Half & Half, which are not stored upstairs.
2. Load the rolling cart that is kept in the upstairs kitchen:
  - 30 porcelain cups (one dishwasher load)
  - Tea bags
  - Sugar
  - Napkins
3. Cups, tea bags and sugar can be placed on top of the buffet in the Blinn Room before the service. Bring the cart back to the kitchen for rolling out the coffee, hot water and cream pitchers when the service ends. (It has been distracting to have people help themselves during the service.)
4. Prepare coffee and hot water (see directions on the counter near the coffee machine). Make one pot each of regular, decaf, and hot water. At most, for a very busy day, make one additional pot of each. It's a good idea to check that the coffee dispenses properly.
5. Make sure there is a waste basket in the Blinn Room.

### **After the Service (30 minutes)**

1. Place the cream pitchers, coffee and hot water percolators on the cart and wheel them out to the Blinn Room at the end of the service.
2. Monitor and refill supplies while people mingle and attend the discussion upstairs. If more cups are needed, put out the compostable cups that are stored in the white cabinet opposite the sink.
3. If cleanup is needed, supplies are in the kitchen.

### **Clean up (15 minutes)**

1. Use the cart to return all supplies and waste to the upstairs kitchen.
2. Load the cups into the dishwasher and start its cycle, using dishwasher detergent in the cabinet. The dishwasher takes an hour to run, and does not need to be watched.
3. Empty the vacuum pots, rinse them and then fill with clean water. Leave them filled, since this should prevent stain buildup.
4. Wipe surfaces in the Blinn Room and the upstairs kitchen.
5. Return extra food, milk & pitchers to the downstairs kitchen.

Thank you!!