

SOCIAL HOUR VOLUNTEER PROCESS



BEFORE COFFEE HOUR

OLYMPIA BROWN ROOM

- Place tablecloths on three rectangular tables in the OBR. These tables are used for food and beverage service.

Using low stainless rolling cart move the following into the OBR and set on tables:

- **Coffee Cups** - 3-4 trays, stored in white cupboard to the left of refrigerator.
- **Creamer** - Rinse with cold water and fill with Half & Half, stored in cabinet above the prep sink. Refrigerator should be stocked with fresh creamer.
- **Sugar/sweetener** - Fill rectangular packet holder with some of each. All are stored in the cabinet above left of the prep sink.
- **Tea bags** - Put individually wrapped bags in divided presentation box as needed.
- **Three black trays** - To be placed under the coffee carafes to minimize spills.
- **Four teaspoons and two small plates** - place near sugar & creamer.
- **Tent signs** - label all items at table. Stored on counter to right of stove.
- **Pitchers for juice and cold tap water** - Rinse, fill and place on far end of tables away from hot beverages. Pitchers are stored in low cabinet under pass through window. Use tap water and juice stored in the fridge marked "Hospitality"
- **Small drinking glasses** - These are placed near pitchers & are stored in cabinet above to right of sink. Place near pitchers.
- **Napkins** - stored in kitchen pantry
- **Small plates and utensils** - according to food being offered
- **Coffee Carafes** - Make two pots of regular coffee and one pot of decaf coffee. Rinse pump coffee carafes with hot water and fill with regular and decaf coffee, respectively. Please test that the pumps are working before bringing out.
- **Hot Water Carafe** -- Use electric kettle to heat water. Rinse and fill the insulated carafe with hot water. Place filled carafe on tables next to coffee carafes.
- **Serving Utensils** - Serving tongs or spoons according to food offerings.
- **Donation Basket** - From the desk area in kitchen.

- **Description of Food** - Use cards and marker from desk area.
- **Waste baskets** - Place one under the coffee table and one to right of coffee table.
- **Empty cart with trays** - Place in OBR with sign asking congregants to put used cups, dishes, etc. there. Compostable plates should be placed in a paper bag.

COFFEE AND FOOD

- Arrange food offering on platters. To minimize contamination cover and set out after service has begun. Match serving utensil to type of food being offered.

NURSERY

- Nursery staff will attend to children's needs.
- Nursery workers are not to use allergen sensitive items for routine snacks.

DURING COFFEE HOUR

- *At the start of candle lighting*, put food out on buffet tables.
- Throughout coffee hour monitor food, coffee, napkins, creamer, sugar, utensils for refills.
- Warm up dish sanitizer and fill black tub with hot soapy water for KP.
- Begin clean-up around Noon.
- Use dinner bell to ask congregants for help or give directions.

AFTER COFFEE HOUR

- Collect dishes, cups, service pieces from OBR
- Wash, rinse and sterilize dishes, cups, utensils. Return items to shelves.
- Wash and rinse coffee, water and juice carafes - these don't go through the sterilizer. Set on counters to air dry
- Wipe tables and surfaces in OBR and kitchen
- Place all used cloth items in laundry baskets. Take home and launder if possible.
- Remove all trash from OBR and place in large trash can in kitchen

(April 2017)