

SUNDAY MORNING KITCHEN DUTIES

BEFORE COFFEE FELLOWSHIP HOUR

- Turn on dishwasher
- **Fill coffee carafes with hot tap water to warm them before filling with coffee** (otherwise the coffee cools down quickly)
- Make coffee—regular *and* decaf (1.5 gal each); instructions are beside coffee maker
- Coffee supplies are in Social Hall upper & lower wall cabinets and drawers
- Measuring cups in drawer below coffee pots
- Lemonade mix in kitchen in cupboard under island (dishwasher side)
- Water & lemonade pitchers in upper cupboard between sink and dishwasher
- Make two pitchers of lemonade and fill two pitchers with cold water
- Serving trays/platters for treats are in kitchen under island (oven side)
- Juice glasses under serving counter in Social Hall
- Larger glasses in cupboard above sink in Social Hall
- Coffee cups under coffee maker on racks

AFTER COFFEE FELLOWSHIP HOUR

- Switch off warmers on coffee maker (orange lights on switches should be off)
- Clean coffee reservoirs: empty into sink, rinse out thoroughly, drain completely
- Empty coffee grounds and rinse baskets (check for coffee residue under lip of baskets)
- Rinse coffee carafes and stand upside down on dish-drying mat
- Wash cups/glasses/silverware in dishwasher
- Water pitchers/carafes/serving trays should be washed by hand
- Wipe down countertops and tables
- Return clean cups and glasses to proper cupboards/racks *including those you just washed*
- Turn off lights and close all Social Hall and kitchen doors
- Envelope with coffee money should be given to an usher to place in the offering basket. [In the summer, give it directly to the Trustees, who are counting in the music room.]

BEFORE LEAVING MAKE SURE COFFEE MAKER WARMER LIGHTS ARE OFF, DISHWASHER IS TURNED OFF AND IS EMPTY.

Thank you for serving this morning. *Enjoy your day!*