

## DUTIES FOR COFFEE HOSTS

1. Make two 1½ gallon batches of coffee in the coffee makers in the Gathering Area—one regular coffee, one decaffeinated. **Instructions for making the coffee are posted by the coffee maker and are on the back side of this sheet.** Coffee and filters are located in the cabinet below the coffee maker.
2. Bring a cart of cups (or the cup trolley) from the kitchen to the Gathering Area. Cups are located in the kitchen in the cabinet labeled “cups” below the microwave. Packets of sugar, sugar substitute, creamer, and stir-sticks, as well as sugar and creamer containers, are located in the upper middle cabinet of the coffee bar. Extra supplies are located in the kitchen in the upper cabinet left of the stove.
3. Fill four carafes of regular coffee and two carafes of decaffeinated coffee. The carafes are located in the upper cabinet in the coffee bar or in the east cabinet in the kitchen. Refill carafes as needed.
4. You may also wish to fill one server with hot water (spout is on the coffee maker) and set out the tea bags. You may also fill a pitcher of ice water and put glasses on the serving table.
5. **Coffee will be served after the first service and be available until the second service begins. When the second service begins, make sure the coffee bar is clean and coffee makers are turned off.** (If you prefer to attend the second service, you may clean up the coffee bar, coffee makers, and cups following that service.)
6. Empty and rinse the containers in the coffee makers. Leave them on the coffee bar. **DO NOT SET THE CONTAINERS BACK ON THE COFFEE MAKERS.** If the empty containers are set on the coffee maker and the red light is on, it will ruin the coffee maker!
7. Return the cart for cups to the kitchen from the Gathering Area. Return all used cups to the kitchen. Wash and put away.

