

# Sunday Coffee Procedures

## When to Start

Coffee setup—outside of brewing time—takes between 15 and 20 minutes. 8:15 is a good time to start. If you are brewing directly in the big urns, 7:45 would be your start time.

**Do you have enough half & half?** Check the fridge and make sure you have at least a quart. If you aren't sure if it is fresh enough, brew some coffee and add the  $\frac{1}{2}$ & $\frac{1}{2}$ . If it does not dissolve properly, ditch the remainder and head off to Target (or wherever) to replenish the supply.

**Note** Your team may assign  $\frac{1}{2}$ & $\frac{1}{2}$  purchase to the snack buyer, in which case that person should deliver it to the kitchen by 8:30.

**Extra stuff on kitchen counters?** Any kitchen or food items that you can't identify or use for serving probably belong to some member. Move them to the Lost and Found counter at the side of the entry way.

**Dishes clean in the dishwasher?** If not, start the washing cycle immediately. If they are clean, you can put them away when you have time.

## Early Bird Coffee (can also be used for all coffee)

1. Get out the coffee. It's in the upper cabinet to the right of the fridge. There are two plastic coffee cans. Green is decaf and red is regular.



2. Measure the coffee.

Each coffee container has a measuring cup inside. You will use  $\frac{3}{4}$  cup to make 12 cups of coffee.

3. Use one of the coffee makers on the back counter to make 12 cups of regular.



4. Get the filters from the Coffee Supplies drawer in the island.



5. Lift the plastic top of the coffee maker, remove the black plastic basket and put the filter in it.
6. Add  $\frac{3}{4}$  cup of regular coffee to the filter in the basket and put it back in the coffee maker.
7. Fill the coffee pot with water to the 12-cup line and pour it into the back reservoir of the coffee maker.
8. Put the pot back in position to receive the coffee.
9. Plug in the coffee maker and turn it on. You will have brewed coffee in about 12 minutes to serve to the early birds. (You get 11 cups—remaining water is absorbed by the filter.)
10. If early birds want half and half, put some in the metal container for them but keep most of it cool in the fridge.
11. While the coffee is brewing, remove any clean dishes from the dishwasher or sterilizer.

## Main Coffee & Tea Brewing - Using Small Coffee Machines

You have the option of not brewing coffee in the big urns. Some people like this option because you only have to arrive at 9:00 and you have less clean-up hassle since you don't have to empty the big baskets.

1. Pull the three large coffee urns out of the cabinet to the right of the Coffee Supplies drawer. Also their electric cords, lids, but not the tubes or metal baskets.
2. For tea drinkers fill the squat urn, the one with a front gauge, to the 40 cup line, put the lid on and plug it in.
3. Follow the instructions for Early Bird Coffee, but make a pot of decaf as well as caffeinated.
4. When each kind of coffee is brewed, pour it into the corresponding urn and plug the urn in, as explained in the following procedure. Make more caffeinated than decaf during the first few cycles.
5. Keep brewing and refilling throughout the morning as necessary.

## Brewing in the large urns (skip this if you are brewing in the small coffee makers)

1. Pull the three large coffee makers out of the cabinet to the right of the Coffee Supplies drawer. Also their electric cords, lids, metal tubes, and plastic baskets (which may be in the drawer).
2. Fill them with water as follows:
  - Tallest one, marked Regular 84 cup line
  - Mid-sized one marked Decaf 36 cup line
  - Squat one with front gauge 40 cup line.
3. Insert filters in the two coffee baskets and fill them as follows:
  - For regular Add 5 ¼ cups ground coffee
  - For decaf Add 2 ¼ cups ground decaf
  - The third urn No basket. This is just hot water for tea.

## Finishing the setup

1. Set the decaf urn on a wooden block so that people can get their cups under the spout. The urns should be at least 6 inches back from the edge, so kids can't grab them and get burned.



2. Put a saucer or cloth below the spouts to catch the drips.
3. Plug each urn into a different power strip on the island. Otherwise you risk tripping a circuit breaker.



**Note:** The tea urn has a 3-prong plug that connects to the unit. The coffee and tea water are ready in 25 to 30 minutes.

4. Find the switch on the large urn and turn it on. (The other urns come on when you plug them in).
5. Take 40 coffee mugs out of the cup drawer and place them on the front of the island. You can get out more if you need them.



6. Place 15 amber plastic glasses (for cold water drinkers) next to tea urn.



7. Take the box of tea out of the tea drawer and place it in the island.



8. Take the sugar and artificial sweeteners out of the drawer and place them on the counter.
9. Take a handful of tea spoons out of the silverware drawer and place them in a mug.
10. Take a sauce dish out of the cabinet and place it by the spoons to collect the used spoons.



11. We use about a quart of half and half every Sunday and have powdered Coffee-Mate as a backup if we run out.

## Just Before Serving

- Fill the metal container with half and half from the refrigerator and place it by the sugar.  
**Important:** Any remaining half and half in the container after the services should be dumped and the container washed thoroughly.
- If you brewed in the large urns, remove the baskets from the coffee urns when they have finished brewing. When they are cool, dump the coffee grounds in the trash.
- (For water drinkers) Get a plastic water pitcher out from the cabinet above the fridge. Use a plastic cup to dispense ice cubes from the fridge door and pour the cubes into the pitcher. Fill the pitcher with water from a sink tap and put the pitcher next to the plastic cups.

## While Serving

- Check the level of coffee in the caffeinated urn. When it gets low, dump the remaining coffee from the Early Bird pot into that urn. You may need to re-brew the 12-cup pot if people are drinking a lot.
- When the tub of used mugs and cups has filled up, start running the sterilizer, explained below.

## Re-ordering Supplies

If we are running low on coffee, tea, hot chocolate, sugar, toothpicks, coffee filters, or dry creamer, open the cabinet door where the coffee is stored and mark which items should be delivered, and so they shall be!

## Power Emergency?

If one or more of the urns is not getting power, try pressing the reset button under the sink on the island. It's mounted inside the lower left wall.

## Cleaning Up

We don't use the dishwasher on Sunday because it takes too long and does not get hot enough to satisfy the State regulation. The sterilizer is fast and hot enough, but you do need to rinse items before putting them on the tray.

1. Follow the directions on the sterilizer to get it running. It takes a while to heat up. Before turning on the sterilizer, run water into the sink until it is piping hot.
2. Get trays for the sterilizer out from the front cabinet of the island counter (to the left of the dishes).



Use the flat trays for mugs and silverware. Use the peg trays for plates and other dishes.

3. Follow the instructions to sterilize mugs and dishes. It only takes 3 minutes, so pull each tray out right away so they can air dry.
4. If you have leftover coffee, combine the contents of the urns in the 12-cup pot and leave it for the B&G meeting.
5. When you are finished, follow the instructions to drain the sterilizer and switch it off.

**Note: Make sure you re-insert the plastic core (tube) in the sterilizer after it is drained.**

6. Put late arriving dishes in the dishwasher (not sterilizer) and run it. The clean dishes can sit in the washer until the following day.
7. Wipe all the counters and put all the supplies, equipment, and clean dishes away. Hang damp towels on the doors of the dish machines and oven.

If you are the last one to leave the building, check the lights and locks as explained in the “Last One Checkout” sheet.