

## COFFEE HOUR INFORMATION

- Turn on coffee maker (Rocker switch, left side).
- Pull out baskets. Put a filter in each. Put 1 level cup of regular coffee into one, and 1 level cup of decaf in the other. I put REGULAR ON RIGHT as a means to remember which is which.
- Slide baskets back into place.
- Put carafes under each basket. REMOVE THE SPOUTS from the OPEN carafe first. Use the carafe with ORANGE lid for DECAF on left. Make sure carafe is empty before putting under coffee maker.
- When machine is ready push the BREW button ONE TIME ONLY
- When coffee has finished brewing (it takes about 5 minutes), insert a spout into each carafe. Flip over lid to close (it will click into place).

Serve!

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### COFFEE HOUR CHECKLIST

- Make coffee
- Put out coffee cups, creamer, sweeteners, napkins, plates and a small receptacle for trash (creamer cups, stirrers, etc.)
- Put out small cups for juice, along with juice or lemonade.
- Put out cheese and crackers or other snacks. (Cheese and crackers are provided.)
- Dump and clean coffee pots (can send leftover coffee home with folks in thermal pots (found below coffee maker). Large brush to clean pot in under sink.
- Put food away. Please FREEZE and LABEL baked goods if there is enough to be used at another coffee hour. Please take home small amounts of leftovers, or give away.
- Wash dishes.
- Wipe counters, stainless steel table in kitchen, serving window and serving table in Parish Hall. Sweep up floor if needed.
- Empty all trash and put outside in receptacles. Replace trash liners.
- Lock kitchen door (to outside).
- Turn off lights.