

Coffee Hour Task List

I) Set up at 8:30am

- Move table to front of stage in Parish Hall from a wall
- Make coffee (reg & decaf), hot water for tea, take out juice from fridge
- Prepare cream, sugar, take out coffee cups, stir straws, juice glasses
- Prepare munchies onto a tray

II) Serve at 8:45-9:15

- Pour coffee, tea, juice for folks
- Greet people, look for new people and make them feel welcome
- Load dirty cups into dishwasher

III) Serve at 11:15-11:45

- Refill coffee (reg & decaf) and hot water carafes as needed
- Pour coffee, tea, juice
- Greet people, look for new people and make them feel welcome

IV) Clean up at 11:45am

- Load dirty cups, glasses, and trays into dishwasher
- Dump cream, save sugar
- Put away clean cups, napkins, nonperishable leftovers
- Take home perishable leftovers
- Wash coffee pots, coffee carafes
- Move table back to where it came from
- Turn on dishwasher

V) Buy or Bake pastries or donuts (optional)

- Coffee, tea, cream, sugar, and juice will be available
- Individually wrapped tastykakes will be available
- Teams may purchase or bake other pastries, if they wish