

Knox Coffee Hour Instructions

SUMMARY

What is served:

- Donut Holes -- standing prepaid order of Munchkins from the Hobson and Naper Blvd. Dunkin Donuts (500 September-May) (300 June-August). Pick up donuts, sign receipt, leave in mailbox of financial secretary (Michal Baker)
- Regular and decaf coffee
- Hot tea
- Lemonade and ice water

Note: Sometimes additional food items are donated (such as fruit, bagels & cream cheese, cakes) are served to celebrate special days. This adds welcomed variety. If homemade items are served, please place the non-commercial kitchen “disclaimer” sign on the serving table to be compliant with Illinois law. The sign is in the right-hand drawer of the Coffee Bar Island.

Between 7:30 am-9 am, pick up donut holes; arrive at Knox at 9 am to set up.

Prepare serving tables for food items:

- Place tablecloths on tables. Plate donuts on platters from large kitchen. Place four “Take 2 and Share” tabletop signs on rectangular tables. Put “Use Lids” sign out and lids. If any homemade food, place tabletop non-commercial kitchen “disclaimer” signs. Place food items on serving tables just a few minutes before serving time.
 - Fill lemonade and ice water dispensers
 - Put out napkins, cups, cream, sugar, stirrers, honey and wood tea chest.
 - Make coffee using Braun Coffee Machine:
 - Brew 2 pots Regular and 1 pot Decaffeinated, 1 ½ gallons for each pot to start
 - Prepare hot water: Fill 1 stainless steel carafe marked “hot water only” just prior to 10 am serving time. Replenish teabags in tea chest as needed.
- Pour Half and Half: Choose containers with the soonest “sell by” dates. Do not use if more than one week beyond sell-by date. Use small white ceramic pitchers to serve.

10:00-10:30 am Replenish beverages and supplies as needed.

Clean Up:

- Dispose of unused cream. Wash creamers.
- Clean coffee pots
- Clean cold beverage dispensers
- Wash food trays
- Return all supplies to designated storage areas of the Coffee Bar. Empty/wash stainless steel tabletop waste bin.
- Wipe down counter and island
- Take tablecloths and used dish towels home to wash. Kindly return linens to Coffee Bar/Big Kitchen in 1-2 days.

II. DETAILED Coffee Hour Instructions

- Please wear a nametag from the Coffee Bar to introduce yourself to others.
- Place tablecloths on the 2 rectangular 8-foot tables (tablecloths are in Coffee Bar drawer)
- Plate food items on platters from large kitchen. Please wait to place on serving tables.
- Place four “Take 2 and Share” tabletop signs on tables.
- If there are homemade food items, place tabletop non-commercial kitchen “disclaimer” signs near where homemade food will be served. Signs are in far-right drawer of Coffee Bar Island. Place food items on serving tables just 1-2 minutes before serving time. One small platter of donuts should be placed on Coffee Bar Island.
- Fill one 3-gallon, clear beverage container with ice and lemonade. Powdered lemonade mix is stocked in Coffee Bar (see Coffee Bar Diagram). Place on island facing Fellowship Hall. (A free-standing ice machine is in the Big Kitchen.)
- Fill one 3-gallon, clear beverage container with ice and water and place on island next to lemonade.
- Napkins/cups/lids/misc. supplies: Place napkins in several locations on the Coffee Bar and serving tables. Place plastic drink cups near cold beverages; place Styrofoam cups by coffee and tea serving areas. Place the coffee lids and “Use the Lids” sign out as well. Place creamers, sugar and stirrers by each of the two coffee serving areas. Place tabletop stainless steel bin for discarded sugar packets nearby. Place honey and wood tea chest in tea serving area.

The Scoop on Making Coffee: Brew 2 pots Regular & 1 pot Decaffeinated

Coffee brewing instructions are in a binder in the drawer underneath the pots. Occasionally, you will need to brew more during serving time, depending on the crowd. Coffee takes about 8 minutes to brew. Use your judgment to determine if an extra pot(s) should be brewed.

The main switch located under the coffee machine on the right side of the machine should be “on” when you arrive and should be left “on” when you leave. PLEASE DO NOT TURN THIS SWITCH OFF. If the main switch is turned off, it takes up to 45 minutes to heat the water in the reservoir. (Note: the green “ready” light located near the top of the machine is NOT an indicator for the main switch.)

1. Place filter into grounds holder. Filter must remain outside (not under) the V-shaped protrusion on the holder.
2. Place ground coffee in the filter using the 3/4 cup measurer in the coffee tub found in the cabinet (see Coffee Bar diagram). Each 1/2 gallon of brewed coffee requires 3/4 cup ground coffee. Each 1/2 gallon makes 12 cups of coffee.
3. Slide metal filter holder into place on the coffee machine.
4. Select setting on the brewer unit Selector Dial for each coffee pot used. (The setting indicates the amount of water to be released from the reservoir.) Setting 1 makes 1/2 gallon (12 cups) and requires one 3/4 cup scoop of grounds. Setting 2 makes 1 gallon (24 cups) coffee and requires two 3/4 cup scoops of grounds. Setting 3 makes 1 1/2 gallons (36 cups) and requires three 3/4 cup scoops of grounds.
5. Slide clean, empty Coffee Pot/Server Unit into coffee machine until the red light is illuminated, indicating the coffee pot is in contact with the heater and aligned properly.

Ensure the top of the pot is in the “locked” position. Four coffee pots are stored in the cabinet under the coffee machine (see diagram).

6. Set dial on front of each coffee to “Regular” or “Decaf.”
7. To start brewing, move “Enable Brew” switch to “ON” position, then move “Start” switch to “ON” position. Ensure the metal coffee grounds holder and coffee pot are aligned, otherwise there will be a huge mess! When the water stops dripping into pot, the coffee is ready. (It takes about five minutes to brew a full pot.)
8. Set out 2 warming stands and 2 drip pads on the island. The stands raise the pots to the proper elevation to decrease spills.
9. Remove filled coffee pots from coffee machine and place on warming stands. Place the “Regular” and “Decaf” tent signs on top of the pots. Face regular coffee toward the Sanctuary and the decaf toward Lehman Hall to ease congestion. When the red light is on, the units are warming. Please note empty pots should NOT be left kept on the warmers.
10. Prepare hot water: Just prior to 10 am serving time, fill 1 stainless steel carafe marked “Hot Water Only” with hot water from red spigot located at top center of Braun Coffee Machine. Place on island with tea chest. Refill all compartments of tea chest with a mix of caffeinated and herbal teas.
11. Pour Half and Half from small fridge into white ceramic servers.
12. During Fellowship Hour, replenish beverages and supplies as needed. Consolidate food platters as they empty.

Clean Up:

- Discard used cream; wash creamers
- Remove metal filters and dispose of grounds and paper filter in garbage. Rinse filter. Return to coffee machine.
- Empty pots of unused coffee into sink by slightly tilting pot and holding down dispenser handle to ensure all coffee is drained.
- Put coffee pot back on the coffee machine. With an empty metal filter holder in place (with NO paper filter), start “Brewing” process on setting 3. Coffee pot will fill with hot water.
- When dripping has stopped, empty pot into sink. Pots and warming stands should be returned to their designated places.

NOTE: Coffee pots CANNOT be submerged in water or the heating elements will be destroyed. Church Life Council periodically performs a thorough cleaning of the pots.

- Wash/dry cold beverage servers and return to proper shelf.
- Wash/dry food trays.
- Return unused supplies to storage areas in Coffee Bar.
- Empty/wash/dry small waste bin.
- Wipe down counters and island.
- Take linens home to wash and dry. Kindly return asap.