

HOW TO GET AFTER-MEETING REFRESHMENTS READY FOR THE 11:30 MEETING SOCIAL HOUR

If Committee members serving wish to attend worship, they should arrive at 10:00 a.m. to perform initial set-up

Room Setup

Setup The Round Table (from back room) with a table cloth and napkins for use as the food station.

Move The small, white rectangular table from the kitchen to the corner of the Assembly Room to the right of the entrance to the North Room. If there is another suitably-sized table in that vicinity, you may use that instead.

Rotate The large oak table that sits under the pass-through windows one quarter turn so that it extends out into the Assembly Room, leaving the left-hand pass-through window unimpeded.

Immediately prior to arrival of worshipers (12:35- 12:45) prepare food for serving. All food in refrigerator and freezer is considered fair game unless clearly marked.

Immediately Start Coffee (because the large coffee urn takes 45 minutes to complete percolating cycle):

Find the two single pot Mr. Coffee's on the counter near the microwave. Place one carafe of Regular Coffee and one carafe of Decaf Coffee on the table nearest to the kitchen. Feed cords through the old pass-through window and plug into wall socket over the wooden counter. Be sure to mark "Decaf" and "Regular." Some early arriver (FOP, Bruce Kellog, etc.) may have started a single pot of regular coffee; if so, no need to start a second one.

Find the large and small urns near the microwave. The larger one is for coffee; the smaller for hot water for tea or other hot beverages.

Fill the large coffee urn to 40 cups. We stock instant coffee if you run short)

Find ground coffee in plastic pouches in cupboard over the sink marked "House Committee" OR in the sliding door cupboard left of the sink. Before opening a new bag,

check in the refrigerator. Often, partially used bags are there. Make sure to check the label for Regular vs. Decaf.

The single, 12-cup, Mr. Coffee pots require using a paper filter (far left, shelf behind the sliding doors). Use 8 – 10 tablespoons of coffee. Alternatively, fill the basket lined with the paper filter about $\frac{3}{4}$ full.

The large urn has a chrome, basket that does not require a paper filter. For 40 cups, use about $\frac{3}{4}$ of a bag of coffee. CRITICAL: The spindle that supports the basket (and through which the coffee perks) MUST be seated properly. You can only do this by feel because the basket and spindle have to go in in one piece – you can't see the bottom of the spindle. When the spindle is properly seated, the rim of the basket should be just below the rim of the urn, and should be completely level with the urn's rim.

Put the full coffee urn on the rectangular table that you earlier moved from the kitchen to the corner to the right of the entrance to the North Room. You must put the urn on a small riser (because the coffee mugs won't otherwise fit underneath the spigot). There are three such risers underneath upper left corner (as you enter the kitchen) of the center counter in the kitchen. When you plug the coffee urn in, a light will come on indicating that the urn is brewing; the light will change to indicate when the brewing is complete.

Fill the smaller (30 cup) urn with water for tea. This may have already been setup by the aforementioned early arriver.

Place baskets of sugar, sugar-substitute, spoons, and small pitchers of cream/milk on small trays and place near each tea or coffee station.

white cups (in the cupboard above the counter near the pass-through) for coffee and tea in ample supply near urns and carafes of drinks. (20 for tea station, 30 for regular coffee station in corner, 20 for decaf and regular coffee on oak table).

Next, Prepare Cold Beverages

Fill a pitcher with water and ice. Place on oak table.

Make lemonade. This will either be from a powder mix (self over the sink) or from frozen lemonade in the freezer. Follow package directions.

At Your Discretion you may also put out soft drinks that are left in the refrigerator.

Supplies and Wastebasket Liners Napkins and serving baskets are in the cabinet under the center counter. Trash liners are in cabinets under the sink.

Other Supplies Most of these are in sliding door cupboard above the sink.

- Sugar
- Sugar Substitute
- Regular tea
- Herbal teas (kept in boxes for later storage)
- Instant Decaf coffee
- Milk is kept on the refrigerator door and can be put out later. Refills are required often.

Sugar shakers, sugar bowls, creamers, and small bowls if you need them are in overhead cupboards, near the electric outlet.

Trash Use kitchen waste baskets with liners.

- One near entrance to Assembly Room
- One near door to the garden
- One at end of Oak Table near the double doors

Clean up 12:30 PM is a reasonable time to invite Friends to a last cup of whatever they want. 12:45 PM is very reasonable time for everyone to be gone.

All items that you placed in the Assembly Room should be returned to their original locations in the kitchen. Unplug any electrical device that you set up.

Any tables you put up need to be cleaned and put away.

If tablecloths are dirty, place them in the laundry basket. People from the committee need to take them home, wash them, and bring them back.

Throw Away Left over Coffee and Coffee Grounds

Grounds may be distributed outside in the garden near plants if you wish to compost. Empty small urn. Lemonade or juice can be stored in refrigerator. Wash out coffee urn - keep base dry.

Other than the electrical appliances, everything can be washed in the dishwasher. Alternatively, handwash and dry all serving items (towels are in the lower cupboard, right of sink).

Put away sugar, tea, instant coffee, etc.

Sponge off and wipe trays and counter.

Dishes dirtied throughout Social Hour are to be washed in the dishwasher and put away. It is best to do this throughout the hour as cups are returned to the kitchen. Instruction for the dishwasher are above the sink). Wash dishes, mugs, serving tray, etc

Dump trash in alley receptacles or recycle bin in kitchen, wash out pots, wipe off counters, table, etc.. Put food table away.

Trash

Full bags should be compacted as much as possible (we pay by volume!) and taken to large trash cans in the alley (on west side of Assembly room)

Be sure Assembly Room door to garden is closed tightly.