

## **NEW HOPE HOSPITALITY - Instructions for attending to coffee making/refreshment area:**

This job can be done by one person who is there during both services or by two people, each attending either the early and/or late service. This serving opportunity will work best volunteering on a monthly basis at **8:20, 10:00 or both**. If you can't attend one of your weeks you can ask someone on the sub list or someone you know to fill in for you.

Coffee pots and coffee can be found in the small room (with the refrigerator) next to room C23 across from the women's upstairs bathroom. Coffee pots are on the shelf above the coffee maker and coffee packets are in the drawer in front of the machine. Operating instructions are on the machine.

Muffins, bottled water, packages of hot chocolate and cappuccino powder, sugar/sweetener, cups, lids, napkins, etc. can be found in the supply closet next to room C22.

### **Time frame:**

**8:20 a.m.** 7 pots of regular coffee and 2 pots of decaf coffee should be made for the three high top tables in the coffee area; cups and lids should also be on these tables. The lids and cups can be found in the bottom of the counter on the left side, along with the sugar/sweeteners, creamers and stirrers. If these items are not in the bottom of the counter they can be replenished from the supply closet.

The hot chocolate and cappuccino machine is always plugged in and ready to go. Check the containers in the machine to see if the powders are at least  $\frac{3}{4}$  full. If they are not the hot chocolate and cappuccino powders are kept in plastic containers in the counter under the machine for refilling the ones in the machine. Lift up the container in the machine and pull straight out, refill with powder, put the lid back on and push straight back in until it clicks in place. All of the containers under the counter are marked specifically with what is in them.

Coffee goes quickly so you will want to stay in this area and replenish the pots up until the 9:00 service starts.

**10:00 a.m.** Check to see if all coffee pots and hot chocolate and cappuccino containers need to be refilled. Follow the **8:20 a.m.** format. After the service the coffee pots need to be rinsed out in the sink in the room with the coffee maker and put back on the shelf; the hot chocolate/cappuccino machine needs to be wiped down along with the high top tables and the money from the bucket (doesn't have to be counted) needs to be put in the blue money bag which is in the drawer beneath the hot chocolate machine and then put in the deep bottom drawer in the welcome center counter.

**A calendar with time slots available for volunteering will be posted in the room with the coffee maker next to room C23. Questions to [marshatellstrom@gmail.com](mailto:marshatellstrom@gmail.com).**