



SOCIAL HOUR INSTRUCTIONS

1. What needs to be done before the service?

Set up Parish Hall: See separate instructions

In the kitchen (Pound cake, juice, kids' cookies, goldfish will be dropped off by 10 a.m.)

- **Start coffee prep at 9:45 by turning on the big machine. (See coffee instructions posted near the machine & in white binder.)**
- Fill the Brita filter with water and put in the fridge. Put church-supplied juice in fridge.
- Fill small pitchers (cabinet upper left of coffee maker) with cream & milk, at least three each, and put in fridge.

Prepare the Food (wear plastic gloves when handling food)

- Arrange cookies, pieces of church-supplied pound cake, and other baked goods on pedestal plates (corner cabinet upper left of stove). Cover and leave in pantry. Except for goldfish and kids' cookies, adult and kids' snacks are on same tables.
- Put goldfish & kids' cookies in bowls or baskets with a napkin, **first using up** any leftovers stored in tins in children's snack cabinet (above and to the left of the stove.)
- Put clean (no food residue) packaging in recycling bin.

From the cabinet upper left of coffee machine, take out supplies & set up tea buffet

- 2 clear plastic tea chests (plus some boxes of tea, if you want), sugar & artificial sweeteners, stirrers, plate for used tea bags & stirrers; about 10 cups. (One cream and one milk pitcher will be put out after service.)
- 2 water-filled electric tea kettles. Plug them in and press "ON." (They go off automatically after the water boils.) After the service, turn the kettles back on to get water hot again.

2. What needs to be done right away after we leave the service?

(Please leave before the final hymn.)

- **Turn on the dishwasher** as soon as you get to the pantry (removing the wooden block propping the door). It takes 15-20 minutes to warm up.
- **Turn the tea kettles back "on."**
- Place juice, water, kids' cookies and goldfish crackers on the cold drink table.
- Place food on long tables (food for adults and children combined).
- **Coffee maker -- turn off the enable brew buttons and the main power switch** (lower bottom on right) and set out the coffee canisters (with regular and decaf labels). **IF YOU MADE A THERMOS OF EXTRA REGULAR, DON'T FORGET TO PUT IT OUT.**
- Set out cream and milk pitchers (with milk/cream labels) on condiments table and tea area.

3. What do we do during social hour?

- One person should staff cold drinks table to help the smaller children with juice and water.
- Others regularly check the condiments & food tables to make sure milk and half-and-half stay full and to restock food as needed.
- Check hot water kettles on tea buffet. If low, you can refill with hot water from the red-handled nozzle at the top of the coffee machine.

Parish Hall Set Up for Social Hour

!!!!!!Follow the room set-up chart – on next page and posted on door of Parish Hall closet where chairs are stored !!!!!

You will be using the 10-foot wooden table, four 6-foot tables, and one 4-foot table.

1. The large wooden coffee-serving table (white plastic tablecloth in closet to right of tea buffet) should have

- Contents of 3 trays of cups (closet left of tea buffet), with handles pointing towards the front for easy pick-up
- Red cups for newcomers (upper left cupboard in tea buffet)
- White plastic drip guards, with black inserts (sometimes in cabinet under coffee maker)
- Equal Exchange sign

2. The two 6-foot food tables (green plastic tablecloths are ok) should have: for now, just napkins (from long cabinet in kitchen). Food will be put out after service.

3. The 4-foot Condiments Table (push buttons on legs to get table to be high):

- Sugar, Sweet 'n' Low, stirrers, plate for used stirrers. (Pitchers with milk and cream -- 2 each -- will be put out after the service.) Supplies: in cabinet upper left of coffee maker.

4. The 6-foot Kids' Cold Drink Table (tablecloth optional) should have:

- Plastic cups (tall kitchen cabinet) & napkins (Goldfish and kids' cookies will be put out later.)

5. The 6-foot Dirty Dishes Table (no tablecloth) should have

- 2-3 empty dishwasher trays, with signs about placing cups right side up.

6. The Tea Buffet (behind the coffee table) should have

- 2 clear plastic tea chests (plus some boxes of tea, if you want), sugar & artificial sweeteners, stirrers, plate for used tea bags & stirrers; about 10 cups. (One cream and one milk pitcher will be put out after service.)
- 2 water-filled electric tea kettles. Plug them in and press "ON." (They go off automatically after the water boils.) After the service, turn the kettles back on to get water hot again.

7. Set up red tables, kids' chairs and place trash cans according to chart.

- One round trash can by each of the double doors. One gray rectangular trash can at the end of the dirty dishes table.
- Kids' chairs are stored in closet with adult chairs. See chart for set up.

8. Hang bulletin boards (if not already out). Instructions posted inside left-most door.

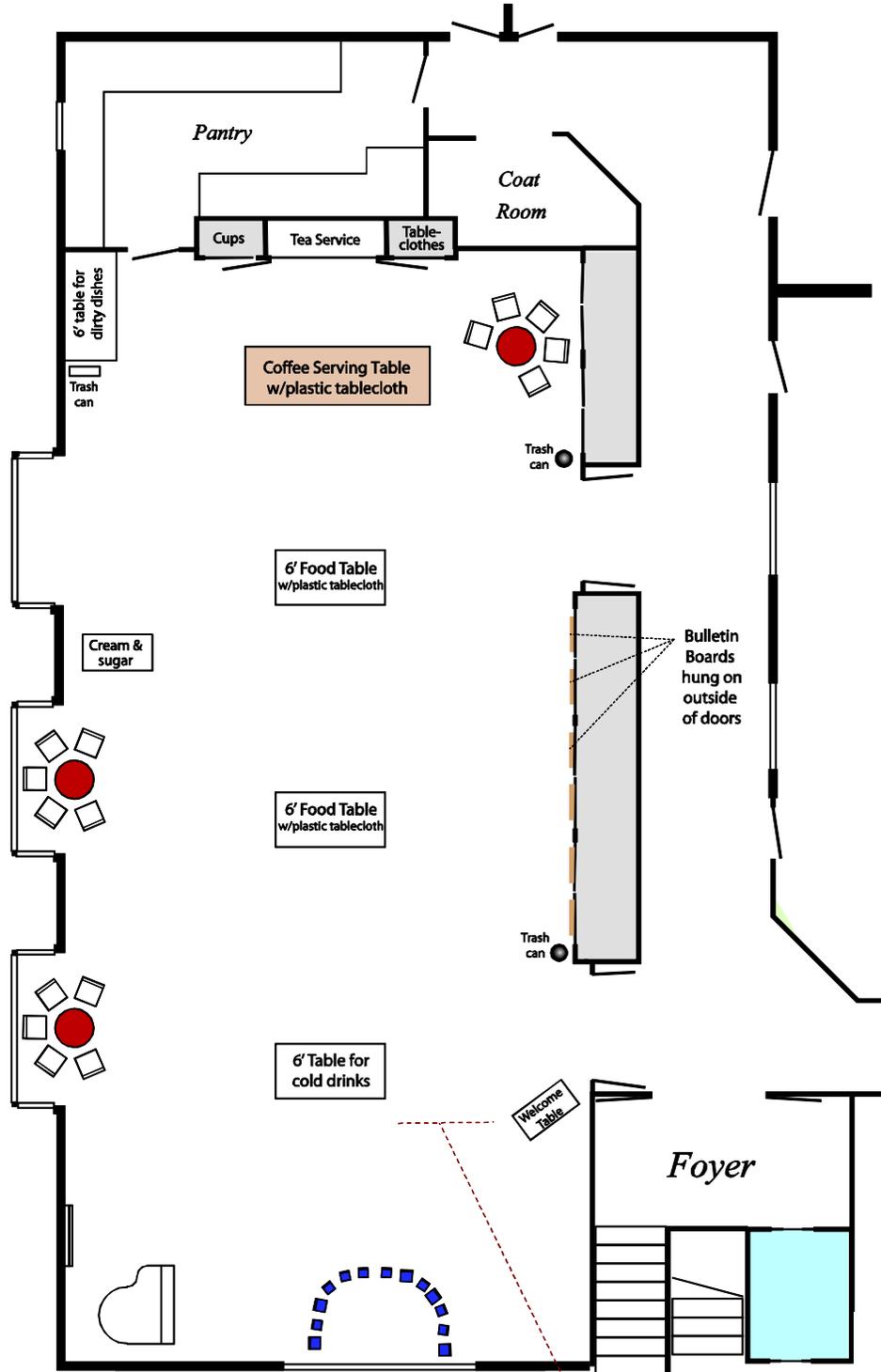
Note: "Cause" tables are set up by the individuals who use them. The tables should not block access to red table and chairs, which are primarily for people unable to stand for long stretches.

NOTES

Set-up includes setting up the **Children's area** by the East window and hanging the bulletin boards. The Membership Committee should set up the Welcome Table.

For food service you will need:

- The 10' oak table
- Four 6-ft tables
- One 4-ft table with legs fully extended (push buttons on legs) for cream and sugar
- All the blue kids chairs in the closets
- The 3 red tables, each with several chairs for those who need to sit
- Three trash cans



Children's corner set-up:
Blue children's chairs from the closet. Mix small and large chairs.

Leave access to the children's area open.

How do we clean up?

Parish Hall

1. Wipe off plastic table cloths and put in closet when dry.
2. Put away chairs and tables (you'll often get help if you start while enough extra hands are around). The 3 red tables, each with 3-4 chairs, can be left out by the windows.
3. Clear out & wipe clean the tea buffet and return electric kettles to kitchen.
4. Sweep floor in kitchen and Parish Hall (Broom usually in Parish Hall closet. Dust pans: Parish Hall closet & tall kitchen cabinet right of stove).
5. Return trash cans to kitchen & **take trash to dumpster in back if more than half full** or there's spoilable food. (You can consolidate.) Trash bags: bottom drawer left of stove.

Kitchen

1. Dishes: Use dishwasher for coffee cups and other appropriate items (no plastic). Hand wash the rest. (Do not put pitchers with leftover cream in fridge.)
2. Clean coffee makers (**instructions below**).
3. Rinse out thermos and leave top open to dry.
4. Wipe counters and put away supplies in designated places.
5. Put away partially used bags of kids' cookies and goldfish in tins (upper cabinet left of stove.) Unopened half-and-half may be left in the refrigerator. (Please label "For coffee hour use." Drawer left of sink has sticky notes.)
6. Please make sure recyclable items in bins are **clean – no food residue**.

What to take home:

- Take soiled dish towels (and soiled cotton tablecloths, if any) home to wash
- Take home any opened leftover food, juice, or dairy products. Once food has been put out on a tray, it should not be put back to be used again.

Cleaning coffee makers:

Countertop coffee maker: remove filter & grounds, rinse out glass pot, wipe spills from machine.

Large coffee maker:

1. Make sure Enable Brew switches (on top) and the Main Power switch (under the unit on the right) are **off**. Red lights will go off.
2. Remove filter baskets. Place grounds in the compost bucket on the floor to the left of the coffee machine. (If there's no bucket, put the grounds in the trash.) Rinse filter baskets.
3. At the top of canisters, twist to unlock black tops. Remove tops and rinse them.
4. Empty remaining coffee into the sink and rinse out inside of canister **WITHOUT** immersing canister in sink of water. Use the sprayer hose to bring water into the canisters and drain well. Tip to get all the water out. **Leave handles above pouring spout in up (vertical) position. (Otherwise coffee leaks out when machine is used.)**
5. Place canisters back on the unit and replace filter baskets. Leave other black tops on the counter next to coffee maker.

Please check before you leave

- **Coffee machine turned off?** (Red lights on canisters and green light on machine should be off.)
- **Dishwasher drained?** ("finishing" instructions) **Garbage taken out if necessary?**
- **Opened leftover food and dairy products taken home?**
- **Please turn off the lights!**