SOCIAL HOUR INSTRUCTIONS

What needs to be done before the service?

Parish Hall Tasks: See separate instructions

Kitchen Tasks

- Start coffee prep at 9:45 by turning on the big machine. (See coffee instructions on next page and posted near the machine & in white binder.)
- Fill the Brita filter (in fridge) with water and put back in the fridge. Put one gallon of church-supplied juice (stored in long cabinet) in fridge.
- Fill small pitchers (cabinet upper left of coffee maker) with cream & milk, three each, and put in fridge.
- Prepare the Food (wearing plastic gloves).
    - Arrange cookies, pieces of church-supplied food, and other food on pedestal plates (corner cabinet upper left of stove). Cover and leave in pantry. Except for kids' crackers and cookies, adult and kids' snacks are on same tables.
    - Put kids' crackers & cookies in bowls or baskets with a napkin, first using up any leftovers stored in tins in children's snack cabinet (above microwave).
- Put clean (no food residue) packaging in recycling bin.
- IF YOU MADE A THERMOS OF EXTRA REGULAR, PUT IT OUT ON THE WOODEN TABLE BEFORE THE SERVICE SO YOU DON'T FORGET.

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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 electric tea kettles back "on."
- Place juice, water, kids' cookies and crackers on the cold drinks 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).
- Set out cream and milk pitchers (with milk/cream labels) on condiments table and tea area.

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What do we do during Social Hour?

- One person should staff cold drinks table to help the smaller children.
- Others regularly check the condiments & food tables to make sure milk and cream pitchers stay full and to restock food as needed.
- Check hot water kettles on tea buffet & refill if necessary.

STEP-BY-STEP GUIDE TO MAKING COFFEE FOR SOCIAL HOUR

TWO-PART COFFEE MAKING! Start large coffee maker at **9:45 a.m**. Start the **Braun counter-top machine** around **10:00 a.m.** to make extra regular (except on vacation/holiday Sundays, with low attendance, no need for extra coffee).

Get Ready!

1. **Turn on the large coffee maker at 9:45 (or 45 minutes before service).** Switch is underneath the machine on the bottom right side. Red lights will come on at the bottom immediately, and the water will start heating up. (May bang a bit.) Initial heating takes about **25-30 minutes.** The unit is ready when green light at top right comes on.

While the Machine is warming up: Get Set!

1. Set brew knobs at the top to 1 ½ gallons for each canister. (But: If it's a light Sunday – e.g., during holidays/school vacations -- set knob on **decaf** for just 1 gallon.)

2. Make sure round black lids are inserted on top of the coffee canisters & in locked position. Lids may be on counter. Slide out filter baskets to make room to insert them.

3. Remove filter baskets and place 1 white coffee filter in each. Filters are in the upper cabinet to the left of coffee machine.

4. Place regular and decaf coffee in filters and slide filter baskets back into the machine. (Note the **orange decaf sign** on the front of one of the canisters and place decaf grounds into that filter.) Regular and decaf coffee bags are in the lower drawers in cabinets, right of the sink. For 1 ½ gallons, use **1 large and 1 small** bag each of regular and decaf. (Light Sundays: if making 1 gal. of decaf, use just 1 large bag of decaf grounds.)

5. Tip: **Make sure black moveable handles above pouring spouts are in up (vertical) position. (Otherwise coffee will leak out when machine starts brewing.)**

Go! When the green light at the top comes on, machine is ready to brew

You can start brewing any time – it will be kept warm.

(May be hard to tell when light is on – cup hand around it and look for a little cone of light.)

1. Press Enable Brew switch (top of machine) for **each** of the canisters you are using.

2. Then press and quickly release the adjacent Start switch for each canister. Water should pour out of the unit, into the filter, and into the canisters. (Banging is normal!) Coffee will gradually rise in the sight glass to the 1 ½ gallon mark. Any problems: just turn off the Enable Brew switch.

On regular Sundays, use countertop Braun coffee maker to brew extra regular.
Start about 10:00 a.m. Takes about 15 minutes.
Directions are on machine and on other side of this sheet.

For 12 cups of extra coffee in the Braun coffee maker:

Fill the glass pot with water up to the 12 cup mark, pour the water into the white compartment at the back of the machine, insert a small filter (cabinet to upper left of large coffee machine) and 8-9 scoops (tablespoons) of regular coffee grounds. Jar & scoop are stored in same cabinet as the coffee bags. Make sure the coffee machine is set to “4 ….12” cups. Press “on” button.

When done, fill a thermos with the coffee. **Put the thermos out on Parish Hall table now – it’s easy to forget!**

If using large thermos: To open large thermos, press buttons on side of snout. When done pouring, insert white spout with tube into the thermos.

Checklist for Parish Hall Social Hour Set-Up

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

Long antique wood Table:

- Black/white paisley plastic tablecloth -- in closet to right of tea buffet
- Contents of 3 trays of cups (closet left of tea buffet)
- Red cups for newcomers with "newcomer" sign (upper left cupboard in tea buffet)
- White plastic drip guards, with black inserts (kept in kitchen)
- Equal Exchange sign

Two 6-foot Food Tables:

- Black/white paisley plastic tablecloths
- For now, just napkins (from long cabinet in kitchen). Food is put out after the service.

The 6-foot Kids' Cold Drinks Table:

- Green plastic tablecloth (optional)
- Plastic cups (tall kitchen cabinet) & napkins. (Crackers, kids' cookies, juice & water are put out later.)
- Recycling sign and large plastic bowl for used cups

The 4-foot Condiments Table:

- 2 Sugar bowls, 2 Sweet 'n' Low bowls, stirrers, plate for used stirrers. (Supplies are in cabinet upper left of coffee maker.) Put out after service: 2 milk and 2 cream pitchers.

The 10-foot Dirty Dishes Table:

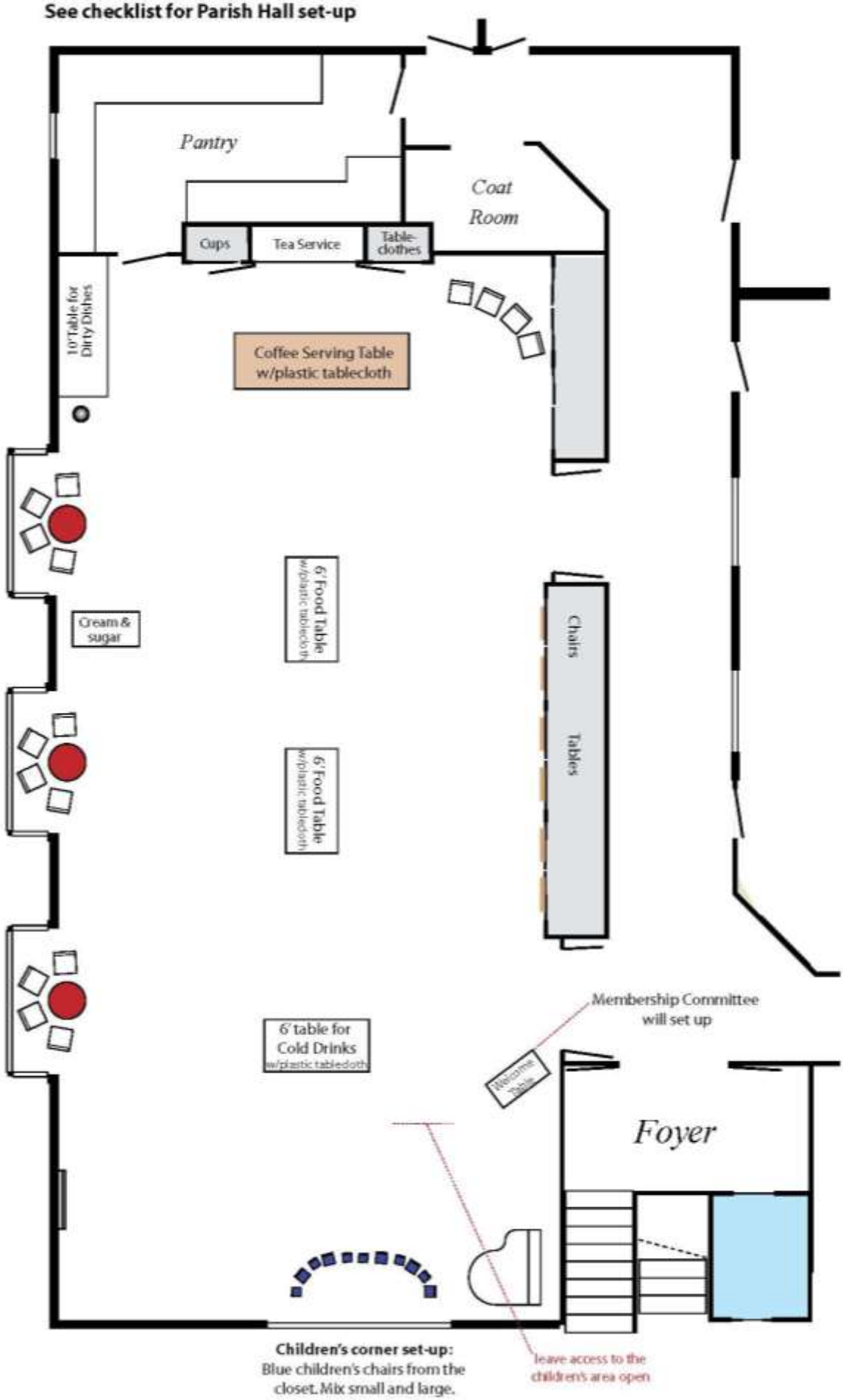
- No tablecloth, just 3 empty dishwasher trays with signs about placing cups right side up (signs are in kitchen cabinet to upper left of coffee machine).
- Large metal bowl (from kitchen) at end of table for recycling plastic cups.
- One round trash can at end of table with sign about recycling plastic. Don't put out any other trash cans.

The Tea Buffet (behind the antique wood table):

- Two clear plastic tea chests (plus some boxes of tea, if you want), sugar & artificial sweeteners, stirrers, milk and cream labels, 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 reheat water.

Kids' Area: Kids' chairs are stored in closet with adult chairs. See chart for set up.

What goes on the tables?
See checklist for Parish Hall set-up



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

How do we clean up?

Parish Hall

- Remove food and wipe off plastic table cloths. (Once food has been put out on a tray, it should not be put back to be used again. Bottled juice can be used again.)
- Clear out & wipe clean the tea buffet and return electric kettles to kitchen.
- That's all -- the sexton will break down tables, put away chairs, & sweep.

Kitchen (See Dishwaser Instructions on next page)

1. Dishes: Use dishwasher for coffee cups and other appropriate items (no plastic). Hand wash the rest - please use dishpan rather than leaving water running.
2. Dry off tops of cups after removing tray from the dishwasher. Don't put wet cups into the Parish Hall closet. One or two trays can be left on the cart to dry.
3. Clean large coffee maker (instructions below) & countertop coffee maker.
4. Rinse out thermos and leave top open to dry.
5. Wipe counters and put away supplies.
6. Take soiled dish towels home to be washed.
7. Please make sure recyclable items in bins are clean – no food residue.

Leftover Food: Any uneaten food that was out in bowls should not be reused. If open packages of cookies/crackers weren't completely used, store them in tins above microwave. Unopened cream may be left in the refrigerator. Baked goods that were not put out on trays can be frozen for later use.

Cleaning large coffee canisters:

1. Remove & rinse filter baskets. Place grounds in compost bucket on the floor to the left of the coffee machine. (If there's no bucket, put the grounds in the trash.) At the top of canisters, twist to unlock black tops. Remove and rinse tops.
2. 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 let it drain out. Tip to get all the water out. Leave handles above pouring spout in up (vertical) position (Otherwise coffee leaks out when machine is used.)
3. Place canisters back on the unit and replace filter baskets.
4. **Make sure Enable Brew switches (on top) and the Main Power switch (under the unit on the right) are off. Red lights on canisters will go off.**

Please check before you leave

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

DISHWASHER INSTRUCTIONS

1. TURN ON POWER AT THE BEGINNING OF SOCIAL HOUR OR 15 MINUTES BEFORE USE:

Turn on the green **POWER ON/OFF** button and close dishwasher door. (Take away wooden block that may be propping it open.) The machine takes 15-20 minutes to heat up water, then each load takes only a few minutes.

- **Dishwashing liquid is dispensed automatically. Do not do anything with soap.**

2. THE FIRST LOAD

Wait until TEMPGUARD light is on, indicating water is heated.

1. **Prepare and load the cup racks**: place rack over the sink, turn the cups **upside down**. Slide the rack(s) into the machine. You can wash a maximum of 2 racks per load if washing just cups. If washing plates, wash only one rack per load. (No plastics.)

2. **Press and briefly hold down the CYCLE START button – it will light up.** The complete cycle is 4 minutes. (The first cycle may take a little longer.)

3. **Cycle is done when the CYCLE START light goes off.** As you unload, tilt rack slightly to drain excess water. (There is no dry cycle.)

4. **Transfer racks to dry** on the cart (or counter top), on which a terry cloth towel has been placed. Use a dish cloth to blot the excess water on top of the cups. Racks can be stacked. Do not put racks in closet while dishes are still wet. (Black terry towels are in one of the drawers near the dishwasher.)

3. ADDITIONAL LOADS: CAN BE DONE WHEN CYCLE START LIGHT IS OFF.

When CYCLE START light has gone **off**, reload racks, then press and briefly hold down CYCLE START button, repeating steps 2-4.

4. !!!!! CLEAN-UP and SHUT-DOWN!!!!!

1. TURN OFF THE MACHINE by pressing the green **POWER ON/OFF** button.

2. Open the door and remove the 6-inch plastic grey tube/standpipe at the center of the bottom (in the water). Lift this out & place on sink.

3. Close the door, then press firmly & release the ORANGE drain button. (Light comes on & pump will run for about 2 min.) Probably need to do this twice to drain all the water.

4. Reinsert the grey standpipe. Wipe residue at bottom of dishwasher with clean dry cloth.

5. Open door slightly to vent (use wooden block on handle to prop door open).