

ORCHARDLEA COMMUNITY CHURCH - SUNDAY COFFEE/TEA SERVICE

***** Please arrive 45 minutes before the Service *****

Please ensure that your hands are washed on entering the kitchen, and when re-entering the kitchen after exiting

[each helper-- please bring a 1 litre carton of semi-skimmed milk]

Kitchen Setup:

- **Dishwasher:** press START button to fill.
- **Hot Plates:**  plug in the 2 mini hot plates in kitchen to heat
(located in middle basket on top storage shelf under the microwave)
- **Water boiler:** alter Eco setting (shows Green and lit up green leaf) to full flow (shows grey and lit up green √ only)

Coffee supplies:

- **regular coffee sachets** are located in a box on the bottom shelf of the open shelving (cups) storage unit
- **paper filters** are located in the wall cupboard adjacent to this shelving
- **scissors** are located in a box in the right-hand side of the first wall cupboard to the right of the hob /cooker
- **Decaf filter coffee** is located in a bag (near the teabags) in the same cupboard as the paper filters

Supplies:

- Tea pots are located under the 'island' trolley
- Teabags are located in the same wall cupboard as the paper coffee filters
- Hot water is dispensed from the water boiler next to the coffee machine
- Bottles of diluting juice (orange and blackcurrant) are located on the shelf below the microwave
- Plastic jugs (top shelf) and plastic juice cups (middle shelf) are located on the open shelving unit
- Flasks for hot water are located on the shelf below the small sink

- Plates for biscuits are in the left side of the wall cupboard to the right of the hob/cooker
- Wrapped biscuits are located in the wall cupboard to the left of the hob/cooker
- Gluten free biscuits box is normally located on the work surface to the right of the hob/cooker
- Instant coffee jars, both regular and decaf, are located in the same wall cupboard as the paper coffee filters. There are small plastic boxes with tea bags and regular coffee granules in this cupboard to take to serving table in church.
- Decaf teabags can also be found, if required, in this cupboard

Table supplies:

- Milk: located in large fridge (to the left of open shelving unit)
- Milk jugs located on top shelf of open shelving unit
- Teaspoons: located in a plastic box on left side of a shelf in the open shelving unit
- Sugar sachets: located on the upper shelf of the wall cupboard to the left of the corridor entry door to the kitchen

Coffee making:

Coffee machine:

Make 3 jugs of regular coffee, and 1 jug of decaf (elastic bands on handles to indicate for decaf use)

- Place the filter with the contents of 1 sachet of regular coffee into the filter carrier bowl - check fully in place
- *For decaf coffee -- add 1 ½ measures (spoon in bag) of decaf coffee to the filter and proceed as regular coffee making above*
- Place an empty jug (with its lid fitted) under the filter bowl
- Fill another coffee jug to the top with cold water and pour into the water reservoir at the top of the coffee machine
- Switch the machine ON to brew (socket on the wall and cable runs from rear of the machine).....both hot plates on machine should be switched on (red lights showing)
- Repeat the process

- Once coffee is made, discard filter and contents into the recycling tea bag / coffee bin under sink.
- Place 2 jugs on heated mini electric hotplates and 2 on the machine, to keep warm during the Service

Church Hall (while coffee brewing)

Set up the mugs:

- Load 3 trays of mugs onto the movable smaller trolley and wheel to the serving station in the Church
- Place all mugs on table and return the empty trays to the kitchen
- Extension cable for the hot plate: plug it in to the spare socket located under the sound/media desk and pull it round to the serving table area. Switch on, and set the hot plate for 3hours and 100°

Seating area set up:

- Fill and set milk jugs on tables – 2 for larger tables and 1 for smaller tables
- Check Table Essentials: minimum of 6 teaspoons per table and supply of sugar sachets

Tea / Juice / Extras

Juices:

- Make 2 jugs of diluted juice, 1 orange and 1 blackcurrant and store in fridge
- place supply of approx. 20 plastic cups on movable trolley

Hot water:

- Fill 1 flask, which goes on serving table in Church :-

small box of instant coffee, decaf coffee jar, small box of tea bags, and teaspoons

Biscuits:

- Fill 2 large plates with biscuits - wrapped chocolate, and some wrapped plain
- Keep on 'island' trolley in kitchen until required + GLUTEN FREE BOX

Final preparation for serving

After “announcements” return to the kitchen

- **Make 2 pots of tea**, using 5 teabags to each pot, and filling with hot water from water boiler. When brewed, remove and discard the 'squeezed out' teabags into the recycling tea bag / coffee bin (under sink)
- Put the teas and coffees onto the movable trolley, with juice from fridge and plates of biscuits.
- Switch off mini hotplates and allow to cool before storing away later.
- Take the movable smaller trolley into the Church and put all the hot items onto the hotplate, leaving the juice and plastic cups on this trolley beside the serving table.
- Milk jugs should be checked for any required refill by one helper, bearing in mind, that all milk in table jugs must be discarded if not used, and not placed back in fridge. Make extra tea/coffee if needed.

******* CRUCIAL - - - TO PREVENT BURNS, HOT PLATES MUST NOT BE LEFT UNATTENDED *******

After service:

- Collect dirty cups and start washing up when possible – ensure that no excess soap suds are on washed items before placing in machine, as this interacts with dishwasher liquid and causes excess foam
- Collect all the donated cash and place it in the plastic box for this purpose located in the biscuit cupboard.
- Remove milk jugs from tables, and wash. ***Please leave sugar sachets and teaspoons on the tables***
- Wipe down tables using spray bottle (usually on the kitchen window sill), and cloth, and tidy up church seating area
- Empty coffee machine and drain dishwasher
- Ensure everything is put back in place and wipe down surfaces
- Church Beadle will lock the front (Tower) door. Please ensure lights are switched off in kitchen. If everyone else has left the Church building, please ensure the back door is closed when you exit.

Thank you to everyone who has volunteered today. Your help is much appreciated