

# Notes for Serving Coffee and Tea

Here are some notes to help you to prepare and serve coffee and tea after church on a Sunday.

First please be acquainted with the risk assessment for the Kitchen which you can find under [General-risk-assessment-kitchen](#) .

Before the service:

Arrive about 20 minutes before the service.

**1. Wash your hands.**

**2. Turn on both coffee machines** as shown in the picture.

**3. Fill the upper jug with water** and keep it on the upper plate until the coffee machine is warmed up, that is, when the light goes off, as shown on the picture. The bottom hot plate should be on, the upper one is not necessary.



**4. Go into the hall and open the window blinds** and raise the one between the hall and the kitchen.

**5. Clean the tables.**

**6. Take the cups and saucers out of the baskets** (they are in the hall in the cabinets under the serving hatch) and place them on the serving table with teacups on one side and coffee cups on the other.

**7. For the children, place some plastic cups on the table as well as a plastic jug with water** and another one with syrup.

**8. In both coffee makers put a new filter** in the middle part of the machine and **add a measuring cup of coffee**. If you notice a bigger crowd, you can always make more coffee. You can find all the supplies in the cabinet under the coffee machines.



**9. Now put an empty carafe under the filter.**

**10. When the machine is heated up** (the first orange light is off), you can pour the water into the tank of the coffee maker.

**11. In the meantime, heat up some water** and add it to a thermos to heat it up. There are some thermoses just for coffee – you can find them in the cabinet under the microwave.

**12. For tea, fill up the kettle to the maximum.**

13. **Take out two teapots and put two to three teabags in each.** But add water only after the service.

14. **Take out the sugar, place teaspoons in a mug, and fill two jugs with milk.** There are milk cartons in the cabinet above the fridge (check the date first). Put the milk in the fridge until after the service, then put them on the table. **Do not** put the sugar on the table until after the service.

15. **Place the basket for donations** (this is found in the first drawer beside the coffee machine) on the table with the donations sign as well as the information for Twint.

16. Now back to the coffee, **pour out the hot water** in the thermos and **fill the thermos with the freshly-brewed coffee.**

17. If someone has brought **cake or biscuits, arrange them on plates.**

After the service:

1. **Leave the Church during the last hymn** to be ready to serve the people when they arrive.

2. **Wash your hands.**

3. **Heat up water for the tea and pour it into the tea pots.**

4. **Place the milk, coffee, tea, sugar and cake on the table.** Arrange them nicely. Just put one teapot and coffee thermos on each side of the table and change them when empty.

5. **Be there** to add whatever is needed, to clean up spills and to help people who cannot help themselves.

6. **Put out a tray for the dirty dishes.**

7. As soon as there are dirty dishes, you can **start loading them into the dishwasher.** (The dishwasher instructions are under here ([dishwasher](#)))

8. **Once the dishwasher is full, turn it on.** Add dishwasher powder, press the "cup" program and the start button. You will need to do two loads on a "normal" Sunday.

9. The program is short **so you can put everything away too.**

10. **Empty the coffee filters** (compost bag) and **switch off the coffee machines.**

11. **Before you leave,** make sure that everything is clean (surfaces wiped) and all back in its place. Open the dishwasher to make sure that it is emptied, and the water is drained. If there is water, please use the **water discharge program** and press the start button.

12. If necessary, empty the bin into the rubbish container on the pavement outside (key is in the outer office), empty any recyclables into the correct green bins and sweep the Upper Hall & Kitchen floor.

13. Take the leftover milk home or give it to someone.

14. If you are the last person, turn off the lights and lock the outside Hall door.

It will take you up to one hour after the service.

THANK YOU SO MUCH FOR YOUR SERVICE AT ST URSULA'S!

If you have any questions, please contact Yvonne Bishop (078 875 51 45).