

## GUIDELINES FOR COFFEE SERVICE AT OUUC

The coffee and cookies should be ready to serve at the end of the first service...around 10:30 and by 12:00 noon for the second service. Early service workers should arrive by 8:45 to set up; late service volunteers should check in by 10:45. I have divided the guidelines depending on the service you are working.

### EARLY SERVICE

- Turn on the BUNN COFFEE MAKER. There are THREE switches to push to the on position. Put filters in each container and fill with a **heaping ½ cup..no more** of coffee....decaf and regular. DO NOT ADD WATER.
- Fill the HOT WATER URN with water...it takes 20-30 minutes to heat...and plug in
- Set up tables in the Commons. Condiment table is usually in place by the serving area. Round table for sweets is in the closet (in commons). Tablecloths are in the base cabinet drawer. Small table should have tea, sugar, spoons, milk pitchers ...milk and lactose free milk are put out at the last minute...lactose free milk is left in the container
- Check on Bunn. When GREEN light is on you are ready to start brewing. Brew 4 pots of caffeine and 2 pots of decaf. Place brewed pots on the plugged in warmer that has been turned to the BLUE mark so it does not overheat.
- Double stack cups on the white trays and put by the window. Put a tray by the second window for dirty cups.
- Dishwashers should be loaded after excess in cups is dumped and lipstick scrubbed off. There are arrows on each dishwasher indicating the setting for the quick wash. These **must be turned on, run and emptied** so that the late service has enough cups!
- At 11 a.m. bring in the cookie plates, and milk and clean up area for the second crew.

### LATE SERVICE

- **Check in with first crew at around 10:45** to insure that there is enough coffee brewed, and then refill and cover cookie plates...leave in the kitchen till after service.
- After service put out cookies and milk pitchers
- Empty and refill dishwasher as needed. Before you leave, **one dishwasher must be emptied.** It is essential that you fill, and run one dishwasher as soon as possible.
- At 12:30 begin to pull in cookies, creamers etc. Put round table in the commons into the storage closet.
- Empty hot water urn, throw out coffee grinds, **turn off Bunn** and hot plates. When cool put away the hot plates.
- Wrap and put leftover snacks in Rubbermaid container in freezer.
- Put laundry in basket in pantry, close window shades SLOWLY and carefully
- Leave area clean.

**THANKS FOR YOUR HELP**

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