



Community Unitarian Universalist Congregation at White Plains

SUNDAY COFFEE HOUR INSTRUCTIONS

We ask coffee hour hosts to supply about 40 - 60 small snack items. We expect about 40 people at in-person coffee hour at this time.

SUPPLIES TO PURCHASE

(Check what's left over in the CUUC refrigerator and freezer.)

- 1 gallon milk
- 2 half-gallons of juice
- Approximately 40 - 60 treats

SPECIAL REMINDERS

- **At 9:45am, check that the coffee & hot water urns in Fellowship Hall have been plugged in and turned on.**
- Coffee hour supplies will be in the carts under the coffee urns and on the counter.

SUNDAY MORNING CHECKLIST

- Put treats out in Fireside Area and cover with napkins.
- Move a stacked trays of mugs and cups (found under the counter to the left of the dishwasher) from the Kitchen into the Fellowship Hall.
- Place baskets of sweeteners, stirrers, and napkins (found on coffee urn carts) on counter.
- Pour milk into small glass or metal pitchers (on coffee urn carts) and place on counter.

AFTER SERVICE

- Pour coffee into silver carafes (found on coffee urn carts), 2 regular, 1 decaf (marked with blue tape on the handle).
- Pour hot water into teapot.
- Uncover plates containing snacks.
- Roll the cleanup cart of black plastic bins from the Kitchen to Fellowship Hall.

AROUND 12:00pm NOON (or whenever people begin leaving)

- Ask congregants to put dirty mugs, cups, and glasses in the plastic bins of the cleanup cart.
- Place trays of leftover sweeteners, napkins, etc., back into the carts.
- Ask congregants to throw away paper goods, or place in the green COMPOST bin. Do NOT put used paper products in the blue paper recycle bin!
- Clean mugs, glasses, and silverware using the dishwasher.
- Clean urns, teapots, coffee carafes, and milk pitchers, and return to carts.
- Place extra milk, juice, or treats in Kitchen refrigerator/freezer, or bring home.
- Bring home compost bag for composting, or let the office know items are in the bin.
- Leave Kitchen tidy.

Thank You!