

Kitchen Prep

November 6, 2019

2 people

Setup from 9:15 until service time.

One person leaves service a bit early to set out milk, cream, juice & snacks.

You're all done when coffee hour refreshments are served.

- Set up hall and serving counter
- Prepare and service beverages and snacks

1. Finding stuff

- a. Tables are in the storage room (door on far wall).
- b. Chairs are stacked along the far wall.
- c. Survey the kitchen, pantry, and frig. Notice labels on drawers and cupboards.
- d. Find Donation Can in bottom drawer near the entry door.

2. Tables, chairs & serving stuff – see illustrated “Kitchen Pod Instructions” in pantry

- a. **2 serving tables** with table cloths. (Table cloths hang behind the pantry door.)
- b. **2 round tables** with table cloths and **chairs**. Place the “Table Talk” sign on one table. (Find the sign in the pantry.)
- c. **Mugs** – set on trays on the serving counter.
- d. **Stirring spoons** – pack them in 2 mugs, on the serving table.
- e. **Dirty-spoon bowls** – place them near clean spoons & sugar & cream.
- f. **Plastic juice cups** – from cupboard above triple sink. Place about 12 on a tray on the serving table.
- g. **Serviettes** – From drawer or pantry. Place about 12 on a tray on the serving table.
- h. **Dirty dishes bus-bin** – place on serving counter.
- i. **Donation can:** place it prominently on counter or a serving table.

3. Beverage prep

- a. **Tea**
 - i. Heat water in **small urn**.
 - ii. Place a variety of **tea boxes** on a tray next to the small urn.

b. **Coffee**

- i. Fill **large coffee urn** (from pantry floor) with cold water to the 40-50 cup mark.
- ii. Find **ground coffee**, on the shelf or in the freezer. If **beans** are provided, grind them. (Grinder in pantry)
- iii. Add 3½ cups of ground coffee for about 45 cups of coffee.
- iv. **Switch on** the urn JUST before going to the service – Listen for gurgling!
Coffee brews in less than an hour.
- v. Hang **drip catcher** on spout.

c. **Sugar, milk & cream**

- i. Put one sugar bowl & sweetener bowl at each end of the serving table by the spoons and serviettes
- ii. Prepare and LABEL 2 cream & 2 milk pitchers. Leave them in the frig until ready to serve. (Check frig for pitchers to use up from “last time”.)

d. **Juice**

- i. Check for poured juice in the frig or **half-fill** 2 juice pitchers (from pantry shelf)
- ii. Leave them in frig until ready to serve.

4. **Snack prep**

- a. Check for **left-over snacks** already in the frig. Anything not labeled otherwise can and should be used.
- b. **Cookies** – find them in bins on the pantry shelf
 - i. Serve regular cookies on platters on the main table after service.
 - ii. Serve **gluten-free cookies** a plate on the counter with “gluten-free” sign.
- c. **Healthy snacks**
 - i. Baby carrots, apples slices, etc. Check for left-overs in the frig from “last time”, or prepare fresh.
 - ii. After the service, move them from the frig to the snack table.
- d. **Special snacks** are served occasionally (cake, etc.)
 - i. Assist with set up of cutlery, serving utensils, special table, etc.