

Coffee Clean-up Crew Job Description & Information

The purpose of **Coffee Clean-up Crew** is to participate in hospitality to the congregation after the 11 a.m. service by *being a welcoming presence* at the coffee cart and **cleaning up** after coffee service is done.

Welcoming Presence & Clean-up

Sundays, 11:55 a.m.—1 p.m.

1. **Welcoming Presence** (Arrive at coffee kiosk at 11:55—if exiting from the service, it's helpful to sit near the back of the sanctuary.)
 - a. Your main job is to be a smiling, welcoming presence but you do not need to serve the drinks
 - b. Stand near the coffee cart
 - c. Smile and welcome people
 - d. Help anyone who may need assistance with pouring the coffee or finding what they need.
2. **Clean-up tasks** (begin about 12:30 or when crowd is substantially thinned)
 - a. Everything goes back on the rolling cart
 - b. Wipe down the tables and counters to get the spills and drips

3. **Clean-up tasks in the kitchen**

Do not use dishtowels to dry out coffee urns.

- a. Return to refrigerator creamer (top right in box labeled “Sunday Morning Creamer”) and extra lemonade (bottom shelf). (Check calendar posted on cupboard to know if this is a “keep lemonade week” or “toss lemonade week.”)
- b. Discard extra coffee and hot water into the sink
- c. Run through the dishwasher, then put away:
 - i. Black drip trays—place on wire shelves across from coffee maker
 - ii. Measuring cups
 - iii. Stirring utensils
 - iv. Drip trays from silver coffee urns (push button on back to release the tray)
- d. Rinse empty lemonade containers and put away on the ledge above the double sinks. (Check calendar posted on cupboard to know if this is a “keep lemonade week” or “toss lemonade week.”)
- e. Rinse out the coffeepots and put away on ledge above the double sinks
- f. Refill green condiment trays and put away above microwave. Sugar, sweeteners, and stir sticks for the condiment trays are in the cabinet below the microwave. Tea bags are in the drawer below the coffee maker labeled “Tea.”

Thank you for volunteering as a Sunday Morning Beverage Server!