

GREETER AND COFFEE HOST DUTIES (2/17/10)

Thank you for volunteering to help with Greeter and Coffee Host Duties. I'm leaving a copy of these instructions in a yellow folder on the counter, near the coffee machines. There is also a copy in my mailbox.

Items to Bring:

- one pint of half and half
- cookies for children—can be store bought
- snacks for adults—can be store bought

Before the Service

- Arrive at church about 8:20-8:30 a.m. You and your partner can get kitchen duties done first, and then go greet. Also, one person can do kitchen duties while the other person does the greeting.
- Make two pitchers of lemonade and refrigerate, along with the half & half.

Greeter Duties

- Stand near the front door of the Narthex about 8:40-8:45.
- Make sure that our guest book is on the stand along with some name tags. They may be on a shelf of the bookcase nearby. If guests arrive, invite them to sign the guest book, fill out a name tag, and join us for coffee after the service.

Coffee Host Duties

- Return to the kitchen after the sermon or during the offering.
- See the next page for the locations of the different supplies.
- Make two pots of regular (black tops) and two pots of decaf (orange tops) and more coffee as needed. Use a heaping ½ cup of Beneficio or ½ cup of Kirkland. Taste the first pot and adjust accordingly.
- **Be sure to place an empty pot on the hot plate BEFORE adding water to the coffee maker.**
- Fill and turn on water for tea (white pots, to the right of the coffee makers on the serving counter).
- Check to be sure that the white, plastic container (in the coffee serving area) is stocked with supplies.
- Set out snacks. Children's cookies go on the long table next to the kitchen door. Also put out napkins and cups for children and adults.
- Pour eight to ten cups of lemonade (half full) to get children started. Leave some extra cups and one pitcher, refrigerate the second until more is needed.
- It's best to keep snacks covered on the center island until the adults start coming down from the service.

Supplies and Their Locations

Cupboards and drawers are labeled with their contents. Check a neighboring area if something isn't where it's supposed to be. Also, if we are **low on any supplies**, mark the shopping lists that are taped inside the cupboard doors where the supplies are kept.

The coffee is usually kept on the counter by the coffee makers. Extra Beneficio coffee is kept in the pantry next to the stove. Look on the shelf to the right of the freezer (purple bags). Other supplies are usually kept in the following locations:

- Cupboards above coffee makers—lemonade mix, tea, sugar, creamer, and filters
- Cupboards below coffee makers—pitchers for lemonade, creamers, baskets, etc.
- Tall cupboard, next to the outside door--waxed cups for lemonade, cups for coffee and napkins

Clean Up

Please leave the serving area, kitchen, and children's table neat and clean for the ECA service. Start the clean up process as soon as people begin to leave. Wipe down the children's table, serving area, and other places needing it. Wash, dry and put away any dishes or utensils used. Empty the waste baskets in Fellowship Hall, keeping our recycling program in mind.

Prepare four coffee pots (two regular and two decaf) for ECA and put out more cups, napkins, sugar, etc. Again, if we are low on any supplies, mark the shopping lists that are taped inside the appropriate cupboard doors.

Thank you again for your help.

Linda Farr