

Weekly Sunday Morning Beverage Server Job Description & Information

The purpose of **Sunday Morning Beverage Server** is to participate in hospitality to the congregation after the 10 a.m. service by serving coffee, tea, hot chocolate, and a cold beverage; cleaning up after coffee service is done.

Beverage Server & Clean-up

Sundays, 10:55 a.m. – noon

1. Serving tasks (Note: Arrive at coffee kiosk at 10:55 - if exiting from the service, it's helpful to sit near the back of the sanctuary.)
 - a. Set out coffee condiments & creamers on the small table in front of the coffee kiosk.
 - b. Put on apron (provided) & wear your nametag
 - c. Pick a station
 - i. Regular coffee
 - ii. Decaf coffee
 - iii. Hot water
 - iv. Cold drink
 - d. Pour a few cups, about half full, to get things started
 - e. Continue to pour during the surge; as the crowd thins, cut back on pouring
2. Clean-up tasks (begin about 11:30 or when crowd is substantially thinned)
 - a. Everything goes back on the coffee cart
 - b. Wipe down the tables and counters to get the spills and drips
3. Clean-up tasks in the kitchen

***NOTE* Do not use dishtowels to dry out coffee urns**

 - a. Return to refrigerator creamer (top right) & extra lemonade
 - b. Discard extra coffee and hot water into drain by the sink
 - c. Run through the dishwasher, then put away:
 - i. Drip trays – place on shelves across from coffee maker
 - ii. Measuring cups
 - iii. Stirring utensils
 - iv. Filter trays from coffee urns (push button on back to release)
 - d. Empty & rinse cold drink containers (if extra cold drink isn't being saved for next Sunday) & put away
 - e. Rinse out the coffeepots and put away on ledge above double sinks
 - f. Refill condiment trays and put away above microwave
 - g. Note supplies needed for next Sunday, then *send e-mail to coffee@svpc.us*
 - i. Half & Half, Coffeemate (PELC's weekly grocery order)
 - ii. Cups – hot & cold (PELC's Costco order)
 - iii. Lemonade mix (PELC's Costco order)
 - iv. Sweeteners (sugar, splenda, etc) (PELC's Costco order)
 - v. Coffee (regular, decaf), tea, cocoa (Marshal Merriam orders)