

Ministry Scheduling Guide for Assisting in Worship

Coffee Cleanup

Please notify the checkin person on the patio before the 11:00 service that you are present and will be doing coffee cleanup.

After the 11:00 service ends, and people have stopped pouring coffee:

1. Locate the gray cart in the kitchen and roll it out to the Coffee Counter.
2. Unplug the pots. Remove pots and supplies from the Coffee Counter to the kitchen cart.
3. Wipe up spills from the Coffee Counter.
4. Take the trash can into the kitchen.
5. Roll gray cart into the kitchen.
6. Empty coffee grounds into the trash.
7. Wash, rinse and dry the pots thoroughly –dish soap and scouring pads are under the sink for a thorough cleaning.
8. Put baskets of supplies (sugar, creamer, etc) in the cabinet to the left of the refrigerator. You'll see the extra supplies stored in Tupperware.
9. Leave the clean, dry pots on the kitchen cart.
10. A staff member will lock the doors to the Fellowship Center and kitchen. After the double doors are locked, they cannot be opened from the inside. Upon finishing coffee cleanup, please exit through the kitchen side door. After closing that door, turn around and pull on it to make sure it is closed and locked. You may be the last to leave.

Thank you for your service in assisting with hospitality and welcome!