

## 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 *servicing* coffee, tea, hot chocolate, and a cold beverage and *cleaning up* after coffee service is done.

### **Beverage Server & Clean-up**

Sundays, 10:55 a.m.—Noon

1. **Serving tasks** (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 green coffee condiments trays and creamers on the small table in front of the coffee kiosk.
  - b. Put on apron (provided) and wear your church 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**

**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)
  - 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
  - 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!**