

Kitchen Fellowship Instructions

Thank you for serving God by serving in our kitchen!

Few Days Before Scheduled Date

Food Planning: If you would like to provide food items, please try to coordinate with any other people scheduled with you at least a few days before your scheduled date. Food items may be prepared at home or purchased. Purchased food items may be at your expense and treated as a donation (credited toward your pledge account), or you can be reimbursed by submitting your receipts to the Kitchen Ministry. Please place any receipts in the collection plate/box, marked with your name, date, and "Kitchen Ministry." Please also indicate if you'd like to be reimbursed, or have your pledge account credited. The treasurer will mail a check if a reimbursement is requested. If you would like the Kitchen Ministry to provide the food items, please let them know when you sign up or at least a few days before the scheduled date.

Food to Bring: It is recommended to bring 1-2 plates of healthy items (fruit, cheese and crackers, veggies and dip, etc) and 3-4 dozen baked goods, including a gluten free option if possible. **IMPORTANT – NO NUTS OR "MAY CONTAIN NUTS".** Please note that others will occasionally bring in food items unannounced. We welcome this participation, but please check to be sure it does not contain nuts before adding to the table.

Before Worship on Scheduled Date

Arrival: No later than 9:15.

Notes: KITCHEN MAP – Please review the attached kitchen map to become familiar with the kitchen and locations of various items. There are extra coffee cups located in the "storage closet" in the ladies' bathroom.

Coffee: Plug in the coffee maker as soon as you arrive and allow it to preheat (approximately 20 minutes). **PLEASE DO NOT ADD WATER UNTIL UNIT IS PREHEATED.** *Coffee Maker Instructions are posted on the side of the refrigerator.*

Coffee and filters are in a locked cabinet. The key for the locked cabinet is on a green keychain labeled "This is the Key" hanging on a hook on the inner left wall of lower cabinet. There are separate labeled containers for regular vs. decaf coffee. Extra coffee is in the freezer/cabinet if needed.

Pots are located on the counter next to the coffee maker. Use the orange handled pots for decaf and the black or brown handled pots for regular.

After a pot of coffee is finished brewing, place the pot on a burner warmer either on the coffee maker or on the four burner warmer next to the stove. Be sure to turn on the warmers by either flipping the switch (lights up when on) on the coffee maker or turning the knob to "LOW" on the four burner warmer.

Empty the used grounds and filter into the trash. Continue to make another pot of coffee. To start, make 2 pots of regular and 1 pot of decaf. If needed, based on how many are in church, an additional pot can be started after the service.

While each of the pots of coffee are brewing, continue with other preparation items below.

Table Prep: Put tablecloth on oval table. Put moveable cart (wooden/black surface) at the head of the oval table farthest from kitchen. Put napkins, small paper plates, and plastic utensils on oval table.

Food Prep: Cut any items needed into appropriate portions. Use kitchen utensils as needed. Place food items into serving baskets, bowls, plates, or trays (cover with plastic wrap) and place on oval table.

Hot Cocoa (seasonal): Boil a pot of water by either using the teapot on the stove or the electric kettle near the coffee maker. Hot cocoa mix is located with coffee supplies in locked cabinet. *Suggestion: Put the hot cocoa in a carafe.*

Tea Prep: After making hot cocoa above, boil another pot of water for tea.

Juice Prep: Place a handful of small "dixie" cups on the moveable cart along with a bottle of juice (located in refrigerator). Do not pour juice into cups at this time.

Serving Counter Prep (Left Side Window): Place two potholders on top of the counter. When serving coffee, you will place the hot pots of coffee on the potholders. Place about 50 empty coffee cups on top of the counter. Place tea bags on top of counter.

Serving Counter Prep (Right Side Window): This is where the coffee “additives” are placed. Use sugar bowls and milk/cream pitchers in upper cabinet. Sugar, sugar substitutes, and metal spoons are located with the tea in the bottom drawer. Milk and cream are in the refrigerator (do not put milk and cream in the pitchers at this time). Signs for the cream and milk are on the counter near the right-side window. Be sure to keep the signs correctly placed for the corresponding milk or cream pitcher.

Go to Worship: After you have all the items completed above, you may proceed to go upstairs for worship. *When the last hymn starts, you should head back downstairs to the kitchen.*

Before People Arrive After Worship

Coffee: Place one pot of regular and one pot of decaf on the potholders on the serving counter. Pour a few cups of regular coffee and place on the counter. **For safety reasons, please do not take coffee pots outside of the kitchen.**

Milk and Cream: Pour milk and cream into the appropriate pitchers on the counter.

Juice: Leave the juice with the extra cups on the moveable cart and people can pour their own.

During Fellowship Time

Coffee: Replenish regular coffee cups as needed. Pour decaf only as requested. Replace the empty pots with full ones as needed. Keep an eye on the coffee supply and make more pots as necessary.

Tea and Hot Cocoa: Make/serve as requested.

Milk and Cream: Replenish small pitchers as needed.

After Fellowship Time

When: Fellowship time tends to run about 30-45 minutes. Use your judgment as to when to start cleaning up.

Coffee: Unplug coffee maker! Place any used grounds and filters in trash. **Rinse out** coffee pots and filter baskets with hot water (**no soap**) and place upside down to the right of the coffee maker to air dry. Return coffee supplies and hot cocoa mix back into the appropriate cabinet and lock the cabinet. Return the keys to where you found them.

Food: If extra food remains, invite people from the congregation to take some home. Please do not leave any perishables in the fridge/freezer.

Clean: Wash, dry, and put away all serving items you used. Soap and sponges are next to the sink. Use kitchen towels to dry. Clean off the tablecloth for the oval table and clean the moveable cart and return them to where you found them.

Put Away: Put away any unused items where you found them (tea, sugar, coffee cups, paper plates, napkins, etc.).

Shut Off: Make sure all electrical devices you used are shut off and unplugged (coffee maker, four burner warmer, electric kettle, etc.). Make sure stove is turned off.

Trash: Empty the two small trashcans in the Fellowship Hall into the large can in the kitchen. Put trash can cover on can. Recyclable containers are in the hallway for all recyclable items.

Lights: Turn off lights.

Thank you for serving!

Any questions, comments, issues, notes; please email the office administrator at unioncc@uccgroton.org, who will forward them to the Kitchen Ministry team.

Kitchen Map

