

## Hosting Coffee Time

What you need to bring from home – a 1 litre carton of cream, a 1 litre carton of 2% milk, apple juice for the children and, if you choose to provide one, a snack (for approximately 20 children and 40 adults).

### The snack – (optional)

If you decide to provide a snack for ‘Coffee Time’, it does NOT need to be home baked. Store bought treats are equally appreciated. It is difficult to know how many people will be in attendance on any given Sunday and not everyone stays for Coffee Time. My best guess is that you will want to provide enough for approximately 40 adults and 20 children.

There is one table by the south windows for the children’s snack and one for the adult snack against the east wall. Snacks can be put on the tables before the service begins. Should there be any leftovers of your snack, please bring them home.

### The Heat –

In the winter, the gym gets VERY cold. The switch to turn on the furnace is on the wall above the adult snack table. Flip the switch to the “occupied” position.

### The coffee, tea and juice -

Please bring cream, milk and juice (the regular coffee and decaffeinated coffee are in the freezer of the upstairs fridge in the kitchenette and extra coffee and tea are in the cupboard above the fridge). Be sure to arrive early on Sunday morning as it takes approx. 1 hour to get things ready. All items to make the beverages are in the upstairs kitchenette. **Note: It is important to plug urns and kettles in the designated outlets so as not to trip the breaker.**

### Prior to the service:

The ceramic mugs are on the wooden trolley. If you are using the recyclable paper cups and plastic glasses, remove the trays of mugs and leave in the pink room. Be sure to place them back on the trolley afterwards. The recyclable cups and glasses are in the bottom left hand cupboard in the kitchenette.

When making tea and coffee, use the water from the ‘filtered water tap’ to the left of the sink.

Make the tea first – it will stay warm in the thermos carafes. Fill two kettles to maximum to make 2 pots of tea (using the silver/grey thermos carafes) and to have a pot of clear hot water (use the white thermos). Plug the kettles in the outlets near the microwave (use two tea bags for each pot). . Be sure to remove the tea bags after the tea has steeped for approx. 5 minutes. Leave these in the kitchenette until just before the service ends.

The large 60 cup coffee urn is on the wooden trolley where the cups are kept. Move the trolley into the hallway and fill the urn to the 40 cup mark with water using a clear plastic water pitcher. Place 4 cups of caffeinated coffee in the basket. **(Coffee is in the freezer and measuring cups are hanging on hooks on the freezer door)**. The outlet to plug in the urn is located in the hallway on the south wall (the same wall that the fridge is against). Plug it in before the service begins (this urn has an ‘ON’ switch – be sure the switch is illuminated).

Using the smaller 30 cup coffee urn, fill the water to the 24 cup mark using a clear plastic pitcher. Place 2 1/2 cups of decaffeinated coffee grounds in this urn's basket. This urn takes about 20 minutes to brew. You can plug it in the outlet in the kitchenette by the microwave. It can stay plugged in throughout the service. This urn does **not** have an 'ON' switch – it will start brewing as soon as you plug it in.

**FOR PEACE OF MIND, each urn has a 'warming up' period of about 5 minutes. Check each urn after 7 minutes to be sure it is perking. (Use a glass and pour some liquid from the spout – it should be brown).**

If you have purchased concentrated juice, mix it in a clear plastic pitcher. Pour the milk and cream into the appropriate jugs and keep in the fridge. (The napkins and labels for the cream, milk and hot water are in the top left hand drawer in the kitchenette).

Napkins for both snack tables, plastic drinking glasses, stir sticks, sugar with spoon, sweetener and labels can be taken to the gym on the black trolley. Place the plastic drinking glasses and some napkins on the children's table. Place everything else on the adult table. Return the black trolley to the kitchenette – you will need it again just before the service ends.

#### **Ten minutes before the service ends (or at approx. 10:50 a.m.)**

Place the smaller urn on the wooden trolley with the large coffee urn and roll this trolley to the gym. Place the urns on the adult snack table and plug them in to the power bar. Using the black trolley, place the tea thermos carafes, clear hot water carafe, milk, cream, juice and a large black plastic tub on it and take everything to the gym. Place the juice on the children's table and all the other items on the adult table. Leave the black tub on the top of this trolley. People will place their used dishes in this.

#### **Clean up afterwards -**

Clean up can be done in the upstairs kitchenette although it is tricky to do this while the LifeConnect Group is meeting in the Friendship Room. If you wish, you can take everything on a trolley to the downstairs kitchen via the elevator for washing. The key to operate the elevator is labeled 'elevator' and is kept in the secretary's office hanging on the wall to the left of the door as you enter the office. '

Coffee urns and thermos carafes are rinsed only – not washed. An easy way to empty and rinse them is to use the 'laundry' sink in the cleaner's storage room. For the storage room upstairs, the key is in the secretary's office – labeled Friendship Cleaning Room. For the storage room downstairs, the key is on the wall to the right of the door at eye level. Put the coffee grounds in a small plastic bag with paper towels to absorb the moisture before placing in the larger garbage bag. Use paper towels to dry the urns and carafes.

If you have chosen to use ceramic mugs, wash them as well as any other plates, pitchers and cutlery you may have used in warm soapy water, rinse and dry. Everything must be returned to upstairs kitchenette.

Should any of the cloth tablecloths be soiled, Jocelyne Donaldson will pick them up through the week and wash them. Please be sure to brush or shake off crumbs on cloth tablecloths or wipe plastic tablecloths in the gym, turn off the lights and (in the winter), turn off the heat as well. Again, the control for the heat is on the wall above the adult snack table. Place the switch to the 'unoccupied' position.

Questions? Contact Jocelyne Donaldson 647-227-4962

We realize this is a huge undertaking.

We appreciate and thank your family for participating in '1 of 52 in 2016' and hosting Coffee Time.