



Coffee House Team Member

Reports to: Hospitality CML

Scheduler: Trudy Wall

Hospitality CML Role (Pat? – James for now)

Check basic supplies regularly, and keep stocked

Coffee Set up – Bill and Lois weekly

Making the urn (9:15 start) and setting up basic things every week

Set out coffee mugs, spoons, sugar (and cream, right before serving), where coffee will be served

Kitchen Manager (once/month) – Maria, Ranita, Joanne, Bill/Lois, Elg's, Jake and Diana

Any additional set up, watch supplies, oversee the team that week

Clean up

- o Put things back in fridge or “coffee supplies” cupboards

- o Wash dishes, put away, and wipe surfaces

- o Empty urn: coffee grounds in garbage, and rinse urn in sink by kitchen window

Coffee Server (once/month)

Stand at serving table, to serve drinks and any special treats that week

- Help with clean up

Every week – 9:15 am coffee start (Bill and Lois Cunningham)

Kitchen Manager: Watch supplies, Set up, Clean up, Host people

Once/Month Special (extra volunteers) – [Coffee, Tea, Iced Coffee, Flavor shots]