

## FUUSM Coffee Corps Duties

Before the service:

1. Bring a quart of milk or half and half for coffee cream. (If you forget, there may be some in the refrigerator.)
2. Plug in the Bunn coffeemaker(s) and let it warm up about 10-15 minutes.
3. Set out coffee cups, the tray with sugar, spoons, trash bowl, and the donation bowl.
4. Start making coffee.\* Directions are posted.
5. Make enough coffee to fill 3 or 4 carafes half-full of regular coffee, and 2 carafes half-full of decaf coffee. (We add fresh, hot coffee to these carafes before putting them out after the service.)
6. Set out any food plus napkins, small plates and forks if needed. All food should have tongs or serving utensils.
7. Put out the small coffeemaker with hot water for tea. Set out the small basket of tea bags.
8. Leave the service a few minutes early and make more pots of coffee, filling the half full carafes with hot coffee before setting them out.
9. Set out the milk/cream and any additional food
10. Make two more pots of coffee and refill as needed. We usually need more regular, not decaffeinated.

Thank you.

\*We use coffee from our coffee sales. Coffee Corps members will be shown where to get more if needed.