

Coffee Set Up and Clean Up

Set Up:

We use the Bunn Coffee Machine. The directions (as follows) are also on a sheet on the side of the refrigerator.

1. The Bunn Machine should be plugged into the power strip. Turn the power strip on. This have been done before you arrived, or it may already be plugged into the wall outlet instead of the power strip. Feel the side of the Bunn to see if it is warm. If it is not, plug it in, turn it on and let it warm up for 20 minutes before making the coffee. If it is warm you can make the coffee right away.
2. Put a filter into the basket. Get the Mt. Meru coffee from the refrigerator. Put 5 scoops into the filter (large side of the scoop.)
3. Make sure coffee pot is on the burner.
4. Find the pitcher next to the sink, and fill it with water from the water cooler.
5. Pour the water into the reservoir on the Bunn machine.
6. Get the coffee pump carafe from the Spirit Alive! office on top of the filing cabinet.
7. Once the coffee is done, fill the carafe and empty the coffee grounds.
8. Get the sugar, creamer, and other needed items for coffee time from the cupboard above the sink. Check to see if there is half and half for Spirit Alive! in the refrigerator, and if there is, get that out. We use the ceramic cups, and they should be on the counter.
9. After worship service, check to see how much coffee is in the pump carafe, and make another pot if needed.

Clean Up

Be sure to turn off the power switch, and/or unplug the Bunn from the wall. Wash out the coffee pot. Dump the coffee grounds. Once everyone is done getting coffee, empty the carafe pump and rinse it out. Leave the pump piece out a bit so the lid doesn't shut tight. This allows it to finish drying. Put it back on the filing cabinet.

Wash the coffee cups and place them upside down in the drying area. Wash any miscellaneous spoons, etc. that may be in the sink, dry them, and put them away. With the help of the snack volunteer make sure all the snacks are cleaned up and trash is thrown away. If there are extra snacks that can be saved, find a sticker on the refrigerator for marking snacks. Fill the sticker out and place the extra snacks in the freezer for future use.