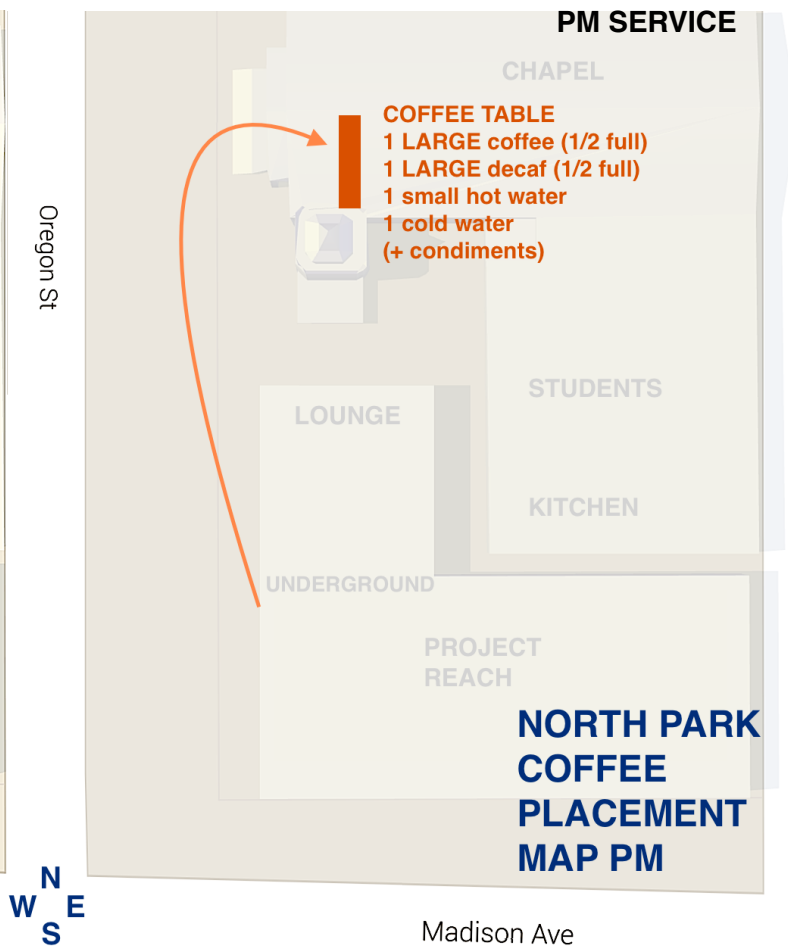
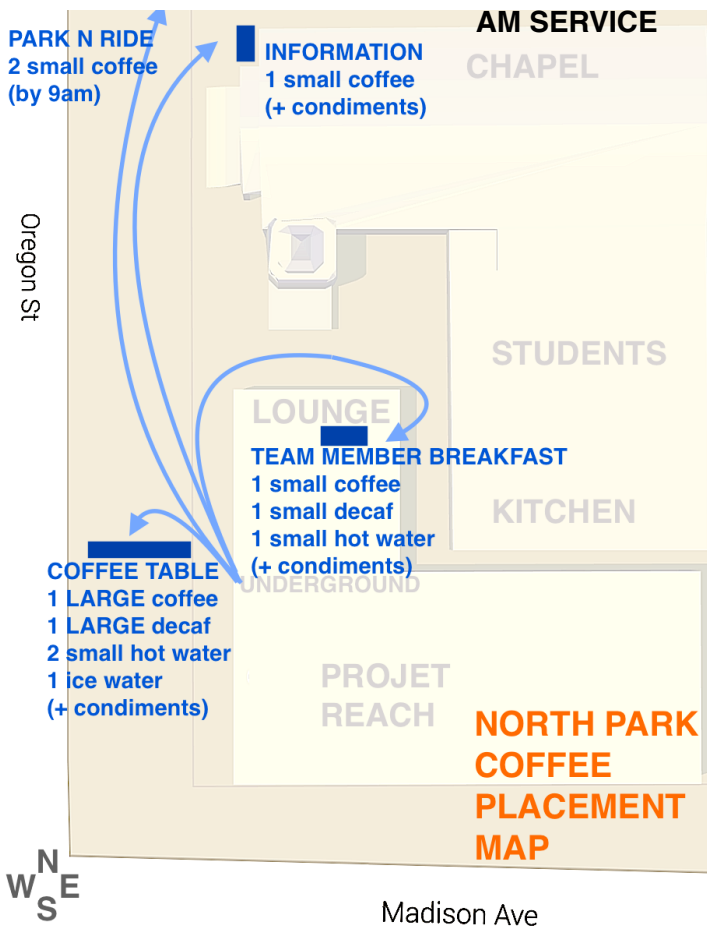


COFFEE

WHY COFFEE MATTERS

Coffee can break down barriers and unite people even while they're still half asleep. We invest in coffee because it's important to people. Even if you don't drink coffee you can acknowledge its impact....there is a coffee shop on every corner, people schedule their daily routine around coffee, and according to a recent US survey, coffee shops are the most

WHERE TO PLACE THE COFFEE



COFFEE SNAPSHOT:

- ✓ Door Code: 1085
 - ✓ Arrive 30 mins before service
 - ✓ Pray & meet with 1st Impressions team
 - ✓ Make coffee. Keep all coffee, hot water, and cold water containers full. Refill as necessary. Restock condiments.
 - ✓ Stay until the end of worship, then go into service
 - ✓ After service go back to position
 - ✓ Clean up trash
 - ✓ Leave 15mins after service
 - ✓ Finished
- Continued on next page....

SUPPLIES

COFFEE CREAMERS, SUGARS, CUPS, TEAS, ETC ARE LABELED AND ARE IN THE YELLOW ROOM (JUST LEFT OF THE COFFEE ROOM) ON THE SHELVES OR IN THE DRAWERS UNDER THE COFFEE MACHINE

TO MAKE FRUIT ICE WATER

THE WATER COOLER IS LOCATED IN THE KITCHEN. THE FILTERED WATER & FRUIT ARE LOCATED IN THE YELLOW ROOM REFRIGERATOR

USE ONLY 1 BAG OF ICE PER SERVICE

PUT 1/2 BAG OF ICE IN THE WATER CONTAINER. FILL WITH CHILLED WATER AND ADD ABOUT 5-10 PIECES OF FROZEN FRUIT

KEEP REFILLING ICE AND WATER AS NEEDED DURING THE SERVICE.

AM CLEAN UP

SAVE LEFT OVER COFFEE IN LARGE CONTAINERS (BOTH REGULAR & DECAF) FOR 6:00 PM SERVICE: 1/2 CONTAINER DECAF, 1/2 CONTAINER REGULAR

CLEAN THE REST OF THE CARAFES: SOAP, SCRUB BRUSH AND DRY

FILL OUT SUPPLIES NEEDED ON THE YELLOW ROOM CLIP BOARD

PUT DONATIONS IN THE BOTTOM DRAWER IN THE FIRST AID BOX

CLEAN UP COFFEE AREA THROWING AWAY ALL TRASH

TAKE TRASH BAGS TO THE DUMPSTER IN THE ALLEY NEXT TO THE OFFICE

REFILL WITH BLACK TRASH BAGS (DOUBLE BAG EVERY TIME)

LOCATED IN THE BOTTOM DRAWER

TURN OFF THE COFFEE MACHINE

CLEAN UP TRASH

CLOSE DOOR BEHIND YOU

PM CLEAN UP

CLEAN ALL OF THE COFFEE CONTAINERS SOAP, SCRUB BRUSH AND DRY

FILL OUT SUPPLIES NEEDED ON THE YELLOW ROOM CLIP BOARD

PUT DONATIONS IN THE BOTTOM DRAWER IN THE FIRST AID BOX

CLEAN UP COFFEE AREA THROWING AWAY ALL TRASH

TAKE TRASH BAGS TO THE DUMPSTER IN THE ALLEY NEXT TO THE OFFICE

REFILL WITH BLACK TRASH BAGS (DOUBLE BAG EVERY TIME)

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TURN OFF THE COFFEE MACHINE

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CLOSE DOOR BEHIND YOU