

# Make Coffee

## Overview

As part of our mission to show hospitality ATN provides fresh pots of coffee and decaf each Sunday. You are to make 1 pot of hot water (*for tea or hot chocolate*), 1 pot of decaf and 4 pots of regular coffee.

## Guidelines

- Arrive at ATN by 9:00am.
- All the equipment you need should be on the red coffee cart. The cart should already be in the Staff Room and the coffee maker plugged in.
  - If the cart is not there look for it just outside the closet to the right of the Worship Team. Move it to the staff room and plug the coffee maker in
- The coffee maker plugs in by the microwave and the grinder behind the table to the left of the microwaves.
- The coffee maker needs 15-20 minutes to heat up before the first brew.
- Fill the grinder bin with 3 scoops of the stainless steel pitcher and grind for each pot of coffee.
- Place the coffee in a filter and the filter into the drip basket.
- Slowly pour 1 full pitcher of water into the top of the coffee maker. It takes about 3-5 minutes to brew.
- Make 1 pot of regular coffee and 1 pot of decaf before you make the rest of the pots of regular.
- The tea kettle plugs in to the left of the microwave ovens. It takes about 1 ¼ kettles of hot water to fill the air-pot.
- As pots are ready carry them in to the food tables.
- Store coffee, grinder and filters back inside the bin.
- Unplug the tea kettle and store it on the cart.
- Unplug the coffee maker to allow it to cool. DO NOT dump the water from the coffee maker tank.