

## Clean-up (Coffee Pots & Mugs)

In order to ensure that the coffee materials are ready for next week's service, they must be cleaned and stored in a designated area.

### Volunteer Guidelines:

- Air pots:
  - Using the sink in the Teachers' Lounge, rinse the air pots, taking care with them as some portions are glass and difficult/costly to replace if damaged.
  - When they are rinsed, place the straws back in the tops loosely, leave the tops ajar so that they can dry throughout the week, and place them on the bottom shelf of the red cart.
- Coffee maker:
  - When cooled, place the coffee maker (with water still in the tank) on the top shelf of the red cart.
- Mugs:

*\*Note: this job is normally done by ATN's Student Ministries, but if for some reason, they are unable/unavailable to do so, follow the below instructions\**

  - Using the sink in the Teachers' Lounge, rinse each used mug and place it right side-up in one of the blue mug racks.
  - Leave the racks on the table in the Lounge for someone to take home and sanitize completely. If our Student Ministries leader doesn't take the mugs, someone from this team should be prepared to either wash them thoroughly at the sink or take them home to wash them. In any event, clean mugs should be available before the start of the next week's service.
- Storage bin:
  - Place the storage bin (with grinder, filters, and coffee beans) on the Hospitality cart.
- Inventory:
  - A member of ATN's Shopper team will check in with you to see what supplies might be needed for the upcoming Sunday.