

PPQG Hospitality Procedures

Prior to the meeting:

Make arrangements for desserts

Pick up a quart of half and half

Review supplies to see if anything needs to be replenished (tea, coffee, etc.)

Day of meeting:

Arrive 11:45 am

Bring PPQG box of supplies from library storage to kitchen

Make regular coffee:

Find filters in basket on top of microwave and put in coffee maker basket

Put $\frac{3}{4}$ cup coffee grounds in filter

Place large coffee container directly under drip spout (make sure lined up)

Put water in pitcher to top mark on outside (2 $\frac{1}{2}$ quarts)

Pour $\frac{1}{2}$ cup water into top of machine to make sure water is dripping properly

Slowly pour $\frac{1}{2}$ of water into machine and let drip

Pour remaining $\frac{1}{2}$ of water into machine and let drip

Note: this procedure takes about 25 to 30 minutes

While regular coffee is percolating, fill electric kettle with water from and start heating water for tea. Remember to plug in only one carafe at a time or you could blow a fuse. Preheat the carafes with hot water from the tap while waiting for electric kettle to bring water to a boil.

When regular coffee is finished percolating, dump out grounds and rinse out filter holder.

Make decaf coffee:

Same procedure as above but fill pitcher less than 2 quarts as per marker on pitcher.

Make second pot of regular coffee.

While the coffee/hot water is heating, on table in meeting room set out:

Mugs

Creamer

Basket of tea

Basket of sugar

Basket of sugar substitute

Swizzle sticks

Desserts

Napkins

Pitcher of ice water

(Ice machine is outside the kitchen. Remember to hold door open or you may be locked out.)

Clean Up:

Place used mugs in crate in preparation for the dishwasher.

Put away supplies for next month's meeting and take PPQG box to library storage.

Members who brought dessert may want to take any leftovers. Otherwise the Gualala Arts staff might like them.

Wipe down counters and sink.

Start dishwasher.