

Flame Café

Procedures Manual

The Flame Café is a time for fellowship before and after Church services. It is held in the Fellowship Hall each Sunday morning. Food is served from 9:00 a.m. to 11:00 a.m. This ministry is provided by members of the Church volunteering on Sunday mornings.

The Flame Café is a hospitality ministry of CUMC that provides light snacks, coffee and juice after Church. The food will be provided in advance and will be in the kitchen. The set up for Flame Café is in the Fellowship Hall. The food is placed on two serving tables which are located in the center of the hall. You will also need to make the coffee (see *Coffee Preparation* in this manual).

This person will clear the tables in the Fellowship Hall around 11:00 a.m., wipe down any spills and clean any trash on the floors. Wrap and store all left over items for the café marked with FC or Flame Café in the freezer or refrigerator not marked for funerals. Marking pens are in the drawer in the middle island marked "Office Items."

The money supporting this ministry comes primarily from donations to the Flame Café. Expenses should average \$50 to \$60 and not to exceed \$100 a week. There are a few Sundays that require more snacks and usual (Mother's Day and Easter).

Shopping for Flame Café Supplies and Groceries

- Food for Flame Café will be provided through a standing order so there is no need for volunteers to purchase food. You may provide your own food if desired, but you will not be reimbursed for any food provided, except for special events.
- In special circumstances, purchases for the Flame Café may be made by individuals, generally paid for with a Walmart charge card belonging to CUMC. The limit on the charge card per shopping session is \$100.00. Any cost that exceeds this amount must be paid for out of pocket by the shopper who must then submit a receipt and purchase order form to the Front Office of CUMC to be reimbursed.
- One can shop at businesses other than Walmart but the above-mentioned reimbursement process must be used. (Aldi's has the best price for fruits, juices and snacks)
- You do not have to purchase paper plates, cups, utensils, coffee, paper towels, dishwashing detergent, aluminum foil or plastic wrap. Marion Dodson, the Kitchen Coordinator, purchases all these items.
- If something you need is not available, please contact Marion Dodson at (540) 825-1102 for assistance.

Setting Up the Fellowship Hall

Please check the kitchen before Sunday for all supplies needed for Flame Café for Sunday morning. Please contact Marion Dodson if something is needed.

The storage rooms are locked and if access is needed, please contact Marion Dodson, or Kelly Weiss (540-272-4335).

Tables

- Cover only the tables where the food is served. Unless there is a very special event, we do not cover all tables. If this is a special event, contact Marion Dodson before covering all tables.
- Ensure each table has nine chairs: eight around the table and one at each outboard end.

Serving Tables

- Cover two tables in the middle of the Fellowship Hall for serving the food. Plastic white table covering is located on the lower shelf under the convection oven.
- Place a Flame Café donations request flyer and donations basket at each end of the food service table. Baskets are in the cabinet above the coffee maker.
- Fill and place the utensil carrier with plastic knives, forks and spoons, along with paper plates and napkins on the far end of the food service table. We use the inexpensive 6-inch paper plates for flame café. If a large plate is needed, please contact Marion Dodson for a 9-inch paper plate. Do not use the chinet paper plates for Flame Café.
- **Remember** Flame Café is intended for small snack foods – coffee, juice, bagels, cream cheese, fruit, cheese/crackers, small muffins, cookies, etc. It is not intended for a full breakfast and runs into using too much money. However, on a special event if providing hot food, place a towel, hot-pad or trivet on the food service table where each hot dish will rest.

Coffee Service Table

- Ensure the coffee table is placed against the wall to the left of the kitchen's left-most service window.
- Retrieve two coffee canister-heating bases from the kitchen counter and place them on the coffee service table. Plug them in.
- Place a drip catcher in front of each heating base.

Since this Flame Café is for snacks and finger items, it is not necessary for the host to use the stove or ovens. In the event of a special occasion, the ovens should be turned on - you do not have to manually light the ovens or the stove eye burners. Please **do not** use the flat plate grill. If the grill is needed, contact Marion Dodson before it is used. This is very difficult to clean and unless you have special event, please refrain from using this grill. In the event the ovens or stove is used, be sure to cut on the overhead fans while the stove or ovens are in use. (red button)

Coffee Preparation

- Press the button marked "ON" on the front of the coffee maker to power up the machine.
- Ensure that a Caffeinated (black nozzle and set on the left side of the heater base) and Decaffeinated (orange nozzle and set on the right side of the heater base) coffee canister are resting securely side by side on the machine's heater base.
- **Always check the pots to see if they are empty. Some events do not clean the pots and this will cause it to run over and you will have to clean this.**
- Gently slide the right-side filter housing from above its canister.
- Locate a large coffee filter (on a shelf above and to the right of the machine) and place it in the filter housing.
- Locate a packet of decaffeinated coffee in the cabinet below and to the left of the coffee maker. It is in a white plastic basket labeled as decaffeinated coffee. Retrieve a packet.
- Open the packet and pour and level its contents onto the filter.

- Gently slide the filter housing back into the above its canister.
- Go to the right side of the “ON” button find and press the small serving button. This will direct the machine to make a small serving of decaffeinated coffee. You do not add water to this system.
- Note the countdown timer in the machine face. When it finishes brewing the first batch, repeat the above directions to **brew a total of two small batches of decaffeinated coffee. Between each batch you must replace the filter and use fresh coffee.**
- While the decaf is brewing gently slide the left-side filter housing from above its canister.
- Locate a large coffee filter (on a shelf above and to the right of the machine) and place it in the filter housing.
- Locate a packet of caffeinated coffee in the cabinet below and to the left of the coffee maker. It is in a white plastic basket labeled “Breakfast Blend.” Retrieve a packet. [If you choose to use another brand of ground coffee you will need to pour a half-cup scoop of that coffee into the coffee filter.]
- Open the packet and pour and level its contents onto the filter.
- Gently slide the filter housing back into the above its canister.
- Go to the left side of the “ON” button find and press the small serving button. This will direct the machine to make a small serving of coffee.
- Note the countdown timer in the machine face. When it finishes brewing the first batch, repeat the above directions to **brew a total of three small batches of caffeinated coffee. Between each batch you must replace the filter and use fresh coffee.**
- When the coffee is finished brewing gently pull the coffee serving canisters out of the machine by their carry handles. Place one on each of the two-coffee canister-heating bases in the Fellowship Hall.
- Turn on the heating bases by pushing the large button switch the bottom right front quadrant of each base. An orange light will illuminate each switch when the heater base is energized.
- Ensure the nozzles are facing forward and that the drip catchers are directly beneath the nozzles.

- If needed, repeat the coffee making sequence to **make another two small batches of regular coffee.** Usually there is no need to additional decaf coffee.
- If additional coffee is needed for the cabinet – Please notify Marion Dodson to have coffee in the kitchen.

NOTE: Only make small batches of coffee.

Coffee Service Window (kitchen service window near coffee table)

- Fill a square metal steam table bin with ice and place it on a towel in the coffee service window.
- Place all liquid coffee creamer bottles in the ice-filled bin.
- Place a small basket in the window for refuse.
- Place sugar packets in a basket and set in the window.
- Place a basket filled with sundry sweeteners in the window.
- Place a container filled with coffee stirring sticks in the window. (These are not always available. If there are no stirs in the cabinet place a plastic spoon on a small paper plate in the window.)
- If milk is available, get a small cream server from the cabinet. Fill it with half and half or milk from the stainless-steel refrigerator. Place it in the coffee service window.
- Organize the above items for pleasant presentation.

Juice Service Window

- Retrieve plastic serving pitchers from the cabinet above the sink on the wall of the Fellowship Hall.
- Fill one with ice and then top off with water from the sink. Place the pitcher in the juice service window.
- Fill pitchers with juice from the stainless-steel fridge in the kitchen. Place the filled pitcher in the juice and tea service window.
- Use only 8-ounce cups for Flame Café. 8-ounce plastic for juice and water and 8-ounce Styrofoam for the coffee. **Do not use 12-ounce cups.**

- **We do not offer hot tea** for Flame Café. If someone brings their own tea bag, they can get hot water from the coffee system using the red lever.
- Place a stack of Styrofoam cups in the window by the coffee makers.

Clean-Up

Kitchen

- Wash, dry and **put away properly** all pans, dishes and utensils used to support the fellowship meals. Do not leave anything in the drain for someone else to have to put away.
- Put saved leftover foodstuffs in sealed containers. Write "FC" on each container, date the container, and place it in the appropriate freezer or refrigerator for future use.
- Ensure the coffee maker is clean, empty and turned off. (See below).
- Wash out the sinks and run the garbage disposal.
- Wipe down the stoves and ovens if used. Wipe off the tables in the Fellowship Hall. Wipe the food tables and the coffee table. Wipe all counters in the kitchen including the island.
- The ovens, stove top and grill should not be needed. If you do use them, make sure they are cleaned to the way you find them, and everything is wiped down. This is very difficult to clean.
- Consolidate all kitchen garbage in the kitchen rubbish can. Tie up the trash bag and put it in the dumpster outside the north side entrance to the kitchen area. Put a new liner in the trashcan.
- Put used dishcloths and dishtowels in the laundry basket. Take all towels used home, launder them and return to the kitchen within a few days.
- Turn off the oven's fan hood.
- Turn off the kitchen lights.
- Close all the kitchen doors. If you have shut the windows to the Fellowship Hall, please raise them. **They are never to be left down.**
- If you **shut the curtains** in the kitchen, please remember to **open** them.

Coffee Maker

- Turn off the coffee maker.
- Remove the right and left filter housings. Dump any residual grounds and wet filters. Rinse and reinstall the filter housings.
- Remove the regular and decaffeinated coffee canisters from the coffee maker. Drain them of residual coffee. Rinse and reinstall

the canisters on the coffee maker. **Do not unplug the coffee maker.**

- Turn off, unplug and retrieve the two heating bases from the coffee service table in the Fellowship hall. Wipe them clean and place them side by side on the countertop to the left of the coffee maker.
- Retrieve and similarly drain the two coffee canisters from the coffee service table. Rinse them and place them on the counter top on top of their heating bases.

Coffee and Juice Service Windows

- Remove and dry the creamer containers from their ice bath. Store them in the refrigerator. Dump the ice and water in the sink. Wash and store the ice bin.
- Put away all the coffee service accouterment. Wash and store the half and half container. These items are stored in the cabinets above the counter top sinks located between the service windows in the kitchen.
- Save residual juice for future use and dump the water from its pitchers, and tea from the pump pot. Wash and store all these containers.
- Wipe down the service window counter tops and edging.
- Any and all items stored in the refrigerators **must** have FC or Flame Café written on them.

Fellowship Hall

- Remove all uneaten foodstuffs to the kitchen. Properly dispose of or store any remaining foodstuffs as required.
- Wipe down all tables.
- Straighten all chairs around the tables.
- Dump the Fellowship Hall trash cans as required. Put the refuse in the dumpster by the north side entrance to the kitchen area. Re-line the trashcans with new trash bags. Trash bags for the large cans in the Fellowship Hall are stored in a white box next to the stove in the kitchen. Bags for the trash can under the sink in the kitchen are on the floor under the counter/sink by the stove.
- Dump and rinse out the liquid waste bucket.

- Sweep down the Fellowship Hall if food, paper or trash is lying around.
- Turn off the lights in the Fellowship Hall.
- Ensure that the entrances to the kitchen area are locked upon exiting the facility -- both side doors.

There should never be drink or food taken or served in the Sanctuary.

Questions? Please feel free to call Marion Dodson (540) 825-1102 or Kelly Weiss (540) 272-4335 and we will be happy to assist.