

# COFFEE VOLUNTEER JOB DESCRIPTION

The principal responsibility of coffee volunteer is to keep the coffee service fully supplied for service, including

- Filling urns
- Replenishing napkins, creamer and sweetener
- Keeping service area neat and clean
- Keeping snacks supplied

## Steps for filling urns:

- First, make sure urn is completely empty
- Dump fresh grounds into filter
- Place filter in holder
- Slide holder into machine
- Press START button (ONCE, ONLY)
- Watch for coffee to start dripping into urn
- Adjust placement of urn if necessary
- When drip stops, close urn and place in rack

## Replenishing

- Dry goods, coffee supplies and snacks are kept in cabinets under the service table
- Replace coffee packets, napkins, sweetener and creamer when needed
- Replenish snacks as needed.
- If supplies run low in the cabinets, notify staff

## Service area

- Coffee drips and splatters as it is made and served. Wipe area frequently to keep as clean as possible
- Use Greenworks on counter tops
- Use Windex on tables

***If you need help, ask a Volunteer Committee member or the staff***

***In the event of a spill/overflow], PLEASE NOTIFY STAFF ASAP***