

BUDDHIST CHURCH OF OAKLAND
Specific Details for Morning Weekly Coffee

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1. Budget: Around \$8-10 a week, with more when having to buy ground coffee and other beverages.
2. Week before, check supplies for ground coffee; creamer; cream cheese; apple juice; hot chocolate. Buy what is needed: Peets or Starbucks Coffee. Hot Chocolate that can be mixed with water.
3. On Sunday: buy 1 doz bagels; make or buy coffee cake. Save receipts and give to Mary Hiromoto using the attached reimbursement form.
4. On Sunday, arrive at 8:45. Coffee supplies are in the corner of the kitchen; some supplies in cabinet above.
 - a. Before plugging in the coffee maker, put an empty filter basket in place and an empty carafe under the filter. Put 1 carafe of water thru coffee maker. Put 2nd carafe of water thru coffee maker before plugging it in.
 - b. Plug in coffee maker to warm up for 10 minutes.
 - c. Put 1 cup of coffee in filter in filter basket. Place in coffee maker. Put an empty carafe on the warmer. Pour 1 carafe of water into coffee maker. Turn on warmer.
 - d. Cut up bagels (usually in half and half again long ways) and coffee cake. Arrange on church platters.
 - e. Put out cream cheese, plates, coffee cake, napkins, cups, creamer, sugars, teas.
 - f. Set up Tables: usually three easy set up tables about 6 feet from the counter with 18 or 20 chairs around them.
5. Clean up
 - a. Wash whatever utensils, plates, carafes, etc. were used. The Dharma Chat person will take coffee and treats upstairs for the Dharma Chat.

Questions: Call Maya 925-283-2841