

PGIMF SUNDAY REFRESHMENT INFORMATION

Updated Sept. 2002 by H Schneidereit

1. PGIMF Coffee / Tea / Sugar / Napkins are found in the lower cupboard, labeled "PGIMF" supply cupboard, to the left of the sink, on the east end of the kitchen.
2. Extra Coffee is kept in the freezer part of the fridge labeled "PGIMF" fridge in the room near the back entrance door. It is the fridge against the wall, facing a deep freezer.
3. Cutlery is found in the labeled drawers on the west side of the center island.
4. Plates / bowls are found under the center island in the kitchen
5. Water glasses are found in the upper cupboards to the left of the sink, directly above the "PGIMF" supply cupboard.
6. Mugs are found to the upper cupboards to the right of the sink.
7. Water jugs can be found in the upper cupboards above the stove in the southwest corner of the kitchen.

SUGGESTIONS FOR BREWING THE COFFEE:

There are three coffee makers (two 30 cup and one 100 cup) which can be found at the back of the sanctuary, below the mailboxes.

Starting last fall, 2001 we have been using Fairly Traded Coffee, packaged in gold foil. **If we run out of coffee in the cupboard, there should be extra in the freezer section of the PGIMF fridge located in the room near the back entrance door.**

Using the Fairly Traded Coffee:

For **STRONG** coffee use $\frac{3}{4}$ cup of ground coffee per 10 cups of water

For **MILD** strength, use $\frac{1}{2}$ cup of coffee per 10 cups of water.

In the **WINTER MONTHS** you may choose to make both strengths using both of the 30 cup coffee maker pots. To minimize waste, only brew 20 cups in each coffee maker.

In the **SUMMER MONTHS** only make 30 cups of coffee.

For **POT LUCK SUNDAYS**, use the 100 cup coffee maker and make 80 cups.

SUGGESTIONS FOR MAKING TEA

1. Teapots / Water jugs are found in the upper cupboard to the right of the sink on the east end of the kitchen.
2. Prepare one tea pot of Herbal Tea, and one tea pot of Regular Tea
Use 2 tea bags per teapot, depending on the size of the pot and the strength of tea you may want 4 bags each.
3. For boiling the water, you may choose to either:
 - a.) Put a large pot of water on the back burner of the stove at the beginning of the service and turn on the stove at a low to medium temperature. This way you will have hot water ready by the end of the service.
 - b.) Leave the service 15 min early and start boiling water, using pots or the electric kettles.

If the supply of coffee, tea, sugar, or napkins is low, please let the food coordinator know.

Please leave perishables items in the PGIMF fridge and label it "PGIMF" with a date.

Thank You