

## **Coffee Maker Duties**

- I. Show Up
- II. Make Coffee and Tea Water
- III. Tidy Up
- IV. Place Literature
- V. Greet and Assist
- VI. Keep a Check on Coffee
- VII. Cleanup
- VIII. Lockup

### **I. Show Up**

Be there at least 1/2 and hour before the meeting starts, preferably 45 minutes or more.

We are often told there is a meeting before and after the meeting. This is that time. No one would need wait standing in the rain or the cold and give up on AA because you are not there.

### **II. Make the Coffee and Tea**

There is an official coffee scoop - 3/4 of a cup for the half gallon of coffee (one pot). Each pot takes 3 minutes to drip (and 30 seconds to empty) so keep making coffee.

- Don't forget to put an empty pot under the basket before pouring the water. :)
- It's efficient to load up a few filters while the pot is brewing.
- Make sure cups, sugar, and creamers are out.
- Merge half empty pots and keep a new pot brewing.
- Refill empty pots with water.

There should be some water jugs under the coffee table. They are reserves for when it's too busy to refill from the bathroom. Feel free to utilize the helpfulness of the newcomer and early arivals.

Teapot need only be filled and turned on, though sometimes it is unplugged.

Teapot and auxiliary burners are on the UPS power brick. Sometimes the circuit breaker button needs to be reset.

### **III. Tidy Up**

While the coffee is brewing or if you are ahead of schedule give a little sweep, wipe the coffee area.

Check the bathrooms for paper towels, hand soap, TP, and trash cans.

Inspect the toilet. Brush and flush if necessary.

### **IV. Place Literature**

Most meetings are Literature meetings. Scatter the appropriate books among the seats. Feel free to utilize the helpfulness of the newcomer and early arrivals.

### **V. Greet and Assist.**

As the first person at the meeting you will be the representative of our group until the greeter shows. Make them feel welcome.

## VI. **Keep a Check on Coffee**

- Merge half empty pots.
- Keep filled water pots and jugs.
- Make up some filters.
- Check sugar, creamer, cups and sugar substitute.

An ongoing task throughout the meeting, but preparation makes it easier.

When to stop making coffee depends upon how many people there are and probably the weather. There should be some coffee during the 7th tradition stretch and at the meeting's end. If there is a business meeting, maybe a little for then too.

## VII. **Cleanup**

Here's an opportunity to keep the room open for the '*meeting after the meeting*' and enlist the usefulness of the willing.

The bathroom will be in too much demand to wash the pots right away, but here is what must be done in whatever order you can:

- Empty the coffee grounds.
- Clean and refill coffee pots with water. (there is a scrub brush near the sink if needed).
- Scour the room for literature, cups, trash and or treasures left behind.
- Sweep any crumbs or debris.
- Wipe the coffee table down. (there's a soapy-bleachy water bucket and some clothes under the table)
- Take out trash and replace trash bags in the containers.

## VIII. **Lockup**

- Make sure coffee burners are off. (teapot turns itself off.)
- Turn off AC, fans, or heaters.
- Turn out the lights.
- Lock the door- check it.
- Replace the key in the lockbox for the next coffee maker- don't forget!!!