

Coffee & Cleaning Team

The Win

The win for the Coffee & Cleaning Team is to enhance the experience for attendees by providing quality refreshments and a clean environment.

Guidelines

Arrive prepared and on time and attend the Team **huddle**.

Coffee & Cleaning Team members should wear the **provided ministry t-shirt** at all times. Part of creating an engaging environment is being easily recognizable to our attendees.

Connect with your **Team Leader** after **checking in**. They will assign you to a particular area and communicate any necessary details.

Welcome every guest who approaches the refreshment area and assist them as needed.

Consistently provide **coffee and water** in a **neat, well-presented area**.

Ensure two (2) coffee air pots are filled and available at each station. Refill as needed.

Ensure water bottles are available at each station.

Ensure each station is fully stocked with appropriate supplies and condiments.

Maintain **positive body language** (smile, make eye contact, and stand with good posture).

Maintain the **cleanliness** and **presentation** of the refreshment area as well as seating areas through the lobby and hallways.

Stay in your assigned area until the message begins and refilling and/or clean-up is complete. Our team can't be successful without every member!

Be familiar with the **facility** and **special events** at church. Check out CPHappenings before the service for any information you may need.

Refrain from **eating, drinking, or using your phone while serving**.

If you will **miss** your service opportunity, it is your **responsibility** to **inform your team leader** and **secure a replacement**.