COFFEE HOSTS

DAYBREAK HOST TEAM



OUR PURPOSE

The Host Team exists to help people move from the street to their seats by creating clear, intentional, and welcoming pathways for every person to feel seen, known, and loved here at Daybreak.

OUR WHY

We are not just volunteers.
We are hosts welcoming people to our home, creating memorable moments, and sharing the love of Jesus with others.

OUR WIN

We hope that every person who walks onto our campus feels seen, welcomed, and invited into the community.

We know we're winning when:

- Guests feel welcomed and at home.
- New people come back and Daybreakers take their next steps
- Our team enjoys serving together
- We're growing together

OUR IMPACT

- **People feel seen** - A simple smile or greeting reminds someone they matter.
- **Anxiety turns into comfort** - guests go from unsure to at ease within minutes.
- **Barriers are removed** - Friendly help and direction make it easier to engage.
- **Guests come back** - First impressions often determine if someone returns.
- **People encounter God** - When hearts feel safe, they're more ready to receive.
- **Moments turn into life change** - A warm welcome can be the first step in someone meeting Jesus.
- **The lonely are invited into community** - A moment of kindness can lead to an unexpected friendship.
- **The church feels like family** - Hospitality turns a service into a relationship.

CARLSBAD

Role and Responsibility

Coffee Hosts are responsible for making coffee and greeting and serving those who attend Sunday church service with coffee and a smile.

- A: 6:45am - 8:00am - 2 people
- B: 7:45am - 9:45am - 3 people
- C: 9:30am - 11:30am - 3 people
- D: 11:15am - 1:00pm - 3 people

First Shift

- Brew Coffee: 2 decaf, 1 hot water; use the rest of the pods for regular coffee.
- Set up the tea and condiment area, including stocking and refilling the milk and half and half carafes.
- Restock cups, lids, and sleeves.
- Stamp coffee sleeves for the next shift.

Second & Third Shift

- Brew Coffee and refill hot water if needed.
- Restock the tea and condiment area.
- Replenish cups, lids, and sleeves.

Fourth Shift

- Clean up after the 11:30a rush.
- Finish cleaning the remaining pods and put things away.
- Replenish backup condiments and tea for the following Sunday.
- Restock cups, lids, and prepare sleeves for the following Sunday.

Clean-Up Procedure

- 15 min after the last service starts
- Clean out all coffee pots.
- Wipe down and reorganize the condiment station.
- Please make sure the floor is clear, and that counters and sinks are clean and dry.
- Empty and thoroughly clean and dry all Half & Half and milk carafes.

Carlsbad Coffee Brewing & Set Up

Brewing Procedure

Start by Brewing:

- 5 Regular
- 2 Decaf
- 1 Pot of Water
- 2 Regular Backups

Note: On a typical Sunday we go through:

- 9 pots of regular coffee per service
- 2 to 2½ decaf total

To Brew

Regular Coffee

- Fill basket with 3 level scoops of coffee for each full pot

Decaf Coffee

- Fill basket with 2½ scoops of coffee for each full pot

Start Brew

- Place fill basket in place
- Make sure the cover cap is open on the pot and the spigot in the upright (closed)position
- Place the pot under the basket

For a Full Regular Pot or ½ Pot

- Touch the screen
- A big arrow will appear and point in the direction of the pot that will brew.
- Press and hold:
    - **Reg 1** for a full pot
    - **Reg 2 – 0.50** for a ½ pot
- Once brewing begins, an info screen will appear with a countdown of brewing/drip time

For a Full Decaf Pot or ½ Pot

- Touch the screen
- The indicator for which side you want to brew on will appear
- Press and hold:
    - **Decaf 1** for a full pot
    - **Decaf 0.50** for a ½ pot
- Once brewing begins, an info screen will appear with a countdown of brewing/drip time

Important Note

- If you stop the brew once it has begun and restart it, it will begin again as if the pot was never started (it will overflow)

Set Up Condiments

- Set out two sets of the following items on the front of the counter:
    - Lids
    - Sleeves
    - Napkins

    *See set up pictures attached to the inside of the corresponding cabinets for details.

- Place the following on the credenza in the common area:
    - 2 half and half and milk carafes
    - Shelf-stable vanilla creamer
    - Sugar caddies
    - Stir sticks
    - Napkins

    *French Vanilla Creamer does not require refrigeration.

Milk

- 2% milk and half and half are served in the stainless carafes
- Additional milk and half and half are available in the fridge
- Check and refill frequently throughout the shift

MEADOWLARK

Role and Responsibility

The Coffee Team is responsible for making coffee and greeting and serving those who attend Sunday church service with coffee and a smile.

- A: 7:30am - 9:10am - 2 people
- B: 10:00am - 11:00am - 2 people

First Shift

- Brew Coffee: 1 decaf, 1 hot water; use the rest of the pods for regular coffee.
- Set up the tea and condiment area.
- Put out the “Self Serve” signs
- Restock cups, lids, and sleeves.

Second Shift

- Begin cleaning up procedure after service
- Begin cleaning and put things away.

Clean-Up Procedure

- Begin clean up once service is over
- Clean out all coffee pots.
- Wipe down and reorganize the condiment caddies.
- Replenish caddies with condiments and tea for the following Sunday.
- Please make sure the floor is clear, counters, and sink are clean and dry.
- Empty and thoroughly clean and dry all Half & Half and milk carafes.
- Restock cups, lids, and stamp sleeves for the following Sunday.

Meadowlark Coffee Brewing & Set Up

Brewing Procedure

Start by Brewing:

- 2 Regular
- 1 Decaf
- 1 Pot of Water

Note: On a typical Sunday we go through:

- 2 pots of regular coffee per service
- 1 to 1½ decaf total

To Brew

Regular Coffee

- Fill basket with 3 scoops of coffee for each full pot

Decaf Coffee

- Fill basket with 2½ scoops of coffee for each full pot

Start Brew

- Place fill basket in place
- Make sure the cover cap is open on the pot
- Place the pot under the basket

For a Full Regular Pot or ½ Pot

- Touch the screen
- The indicator for which side you want to brew on will appear
- Press and hold:
    - **Reg 1** for a full pot
- Once brewing begins, an info screen will appear with a countdown of brewing/drip time

For a Full Decaf Pot or ½ Pot

- Touch the screen
- The indicator for which side you want to brew on will appear
- Press and hold:
    - **Decaf 1** for a full pot
- Once brewing begins, an info screen will appear with a countdown of brewing/drip time

Important Note

- If you stop the brew once it has begun and restart it, it will begin again as if the pot was never started (it will overflow)

Set Up Condiments

- Set out:
    - Lids
    - Sleeves
    - Napkins
- Place a cup/condiment holder set up on the table with
    - Creamer
    - Flavored syrups
    - Sugars
    - Stir sticks
    - Napkins

    *French Vanilla Creamer does not require refrigeration.

Milk

- 2% milk and half and half are served in the stainless carafes
- Additional milk and half and half are available in the fridge
- Check and refill frequently throughout the shift.
- Clean up:
    - Empty and wash carafes
    - Store on drying racks under the front cabinets with supplies