

Thanksgiving Coffee Station

Plan the space before the kitchen gets busy.

1. Choose the serving arrangement

Gathering date: _____ Drink service time: _____ Expected guests: _____

2. Where will brewing and pickup happen?

Everyday counter / kitchen brewing + dining pickup / dry-supplies tray. Mark your choice.

3. Check your equipment and route

Record model/manual checks: lid and tank access, suitable surface, cords, plug access and traffic.

4. Keep the display small

Seasonal detail: _____ Useful mugs/napkins: _____ What can move off the counter?

Planning inspiration. Check your own appliance manual; no universal clearances are assumed.

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A short menu, clear refill jobs, and an easy reset.

5. Write the drinks menu

Coffee: _____ Decaf: _____ Tea: _____ Milk/ingredient requests: _____

6. Make a cold-storage plan

Where will milk stay cold? Who brings it out and returns it? Record any time put out.

7. Give refills a home

Clean cups/spoons: _____ Backup supplies: _____ Refill helper: _____

8. Reset between rounds

Return cold additions. Collect used cups. Wipe spills suitably. Restock a small set of supplies.

9. Save a note for next year

What was used? What was unnecessary? What would make the next gathering easier?

FDA: Keep cold perishables at 40 F or colder. Discard perishables left at room temperature more than 2 hours (1 hour above 90 F). Follow product labels. Source: [fda.gov/food/buy-store-serve-safe-food/serving-safe-buffets](https://www.fda.gov/food/buy-store-serve-safe-food/serving-safe-buffets)