

Tea Table Monitor Guide

Tea table monitors are responsible for tending the tea table, keeping it stocked with tea table snacks, water, tea, and morning coffee. They also set out the afternoon tea snacks, generally cookies or other treats. Check with the Tenzo about where the tea table food is being kept.

1. Before the intensive, or at the end of the first evening sitting

Stack the cushions in the side room in one corner. Set up the folding table (from the closet in the zendo), in the side room against the windows; put the tablecloth in the side room closet on the table. Plug in the outlet strip (stored in the side room closet) and put the outlet end on the table. Bring the trash can from the office to the end of the tea table on the right side.

2. Coffee.

Set up the coffee maker. It is a very simple operation. There is an instruction manual for the coffee maker and a quick start guide. Use the quick start guide to get familiar with the coffeemaker. Locate the filters, the coffee measuring scoop, and the tops for the coffee carafe. Be sure the platform for the coffee maker is properly locked under the base of the coffeemaker and plug it in. Fill the water reservoir of the coffeemaker with a full carafe of water and turn it on. You must push the carafe all the way in to the base to push the white button to start it. The water reservoir needs to have some water in it before making coffee, so we run one or two carafes of plain water through the machine first. Then set up the coffee maker for morning: insert a filter, measure the coffee, fill the reservoir from the carafe, put it in place, with its proper top, and *do not turn it on*. It begins brewing as soon as you push the button on the side. You will turn it on when the line forms for breakfast; simply leave the line and start it. There is a small pitcher for half and half, which should be in the refrigerator; keep the pitcher in the refrigerator when it is not needed on the tea table. If you need any supplies, notify the tenzo.

There should be a sugar bowl and honey on the table for tea and coffee as well as two containers, one with clean spoons and one for used spoons. Label the used spoon container with masking tape.

3. Teas:

Set up the hot water urn for tea and fill it with pitchers of water. We use a variety of teas; the boxes are in the main house kitchen in the upper cabinet to the right of the sink. Take a box of each variety and set it out next to the tea urn. Set out as many cups as participants, as well as a stack of plastic glasses from the side room closet. Set out a roll of masking tape and a Sharpie for labeling cups.

4. Water:

There is a large Britta water filter in the side room closet. Set it out on the table. and use pitchers to fill it.

5. Fruit and sandwiches:

Put washed fruit into a large bowl. Nearby, put the wooden cutting board and a sharp paring knife. Do not use any knives from the main house kitchen knife block, get a knife from the

Tenzo. Keep an eye on fruit levels. Set out bread, peanut butter, and jam, plus several knives for them. Ask the tenzo each day if there are leftovers (for example hard-boiled eggs) to set out on the tea table.

Wash spoons and knives as needed.

6. At tea time:

Before the start of tea time, prepare plates of cookies for the tea table. Cover them with a clean dishtowel so that folks do not graze on them. They can be put on the kitchen island in the main house any time during the afternoon, as long as they are covered, then brought to the tea table at tea time.

Things to keep track of on an ongoing basis:

1. Water levels in tea urn and Britta water tank. Replenish as needed with the pitchers in the side room closet.
2. Fruit supplies in fruit bowl, bread and peanut butter supplies; check with the Tenzo if you need more.
3. General cleanliness of the tea table, including clearing crumbs, cleaning up around the coffee maker, washing knives and spoons, emptying the trash when needed, washing the cutting board. These things can be attended to during work period.
4. You may make an announcement at work period if you need to remind folks to label their cups or be responsible for where they leave them, if they are leaving the tea table messy, and so on.

See the Tenzo for food and drink questions; see the work leader for other questions.