

CHECKLIST FOR SUNDAY HOSPITALITY VOLUNTEERS

Today's Date: _____ Names: _____

Before worship begins:

☐ **BEVERAGES**

- ☐ Coffee: Please arrive early to make coffee. Typically we will consume one full pot of regular and one half pot of decaf. Directions, coffee and filters are on/in the plastic drawers next to the coffee pot. Additional coffee can be found in the stand-up freezer to the left of the refrigerator. Additional filters can be found in the first cabinet in the community room.
- ☐ Lemonade and/or iced tea and/or ice water: mixes can be found in the drawer to the right of the sink (keep in the refrigerator until served)
- ☐ A carafe of hot water for tea and cocoa mix should be put out (there is a spigot with red lever on the coffee maker for hot water carafes under the stove)
- ☐ Tea and cocoa mix: can be found in the drawer to the right of the sink
- ☐ Creamer and sugars: mini moos creamer can be found in the refrigerator drawer or powders under the center island. You can put sugar/sweeteners/stir sticks at each table or just one or two on the beverage table.

☐ **BAKED GOODS**

- ☐ Plate cookies and treats: wear plastic gloves when handling food, keep treats covered until served. Purchased cookies and bars can be found on the top shelf of the freezer (above the refrigerator). Try to take out only what will be consumed as treats cannot be frozen a second time (this is health code, but it also affects the taste and freshness of products). Plan to take home or give away leftovers rather than throwing them away.
- ☐ If in stock, there may be fresh fruit and applesauce in the refrigerator to put out.
- ☐ A variety of packaged snacks including gluten free - nuts, biscotti, granola bars - are in the pull out cabinet under the center island.
- ☐ Paper products: Napkins, plates and cups (all can be found in the drawer next to the sink, additional supplies can be found in the first cabinet in the community room).
- ☐ Put out the donations basket.
- ☐ Wear your nametag. ☺
- ☐ Greet and serve all who enter, paying special attention to the visitors.

After Fellowship:

- ☐ Rinse out coffee maker
- ☐ Rinse out air pots
- ☐ Wash tables in fellowship hall
- ☐ Please hand wash lemonade/iced tea/water pitchers to help them last longer.
- ☐ Donation basket: use envelope to collect the donations, count and on the envelope write "Coffee, \$ amount collected and today's date) and put in Financial Secretary's mailbox.

Please complete the questions below each week & leave on Office Admin's desk:

We are running low on:

- | | |
|---|--|
| <input type="checkbox"/> Creamer | <input type="checkbox"/> Coffee |
| <input type="checkbox"/> Sugar/Sugar Substitute | <input type="checkbox"/> Cookies/Bars |
| <input type="checkbox"/> Tea (_____) | <input type="checkbox"/> Juice |
| <input type="checkbox"/> Other (_____) | <input type="checkbox"/> Paper Goods (_____) |

Miscellaneous Notes/Comments/Helpful Hints for future hospitality volunteers:

THANK YOU SO MUCH FOR SERVING IN THIS WAY!