

## HOSPITALITY COMMITTEE (What you need to know)

The Hospitality Committee would like to thank those who signed up on our “on call” list to help as needed with various social events. The following are the basic steps of setting up for weekly coffee hour and monthly potlucks.

### **COFFEE HOUR (Detailed instructions on refrigerator door)**

- Ground coffee is in the refrigerator freezer.
- Fill the large percolator with ground coffee and water. Fill the slightly smaller size percolator with water (for tea, hot chocolate, etc.). Set them both on the dining room table which is next to the pass-through kitchen wall. Make sure there is a table cloth on the table and trays under each pot. Place coffee cups & saucers on table next to coffee pots. Place napkins, sugar, creamer, and tea bags on table next to the pots. Allow 50 minutes for coffee to perk. (This can be done immediately before Meeting for Worship.)
- Set up one of the push-carts (in kitchen) with pitchers of juice and water. On cart, include paper cups, napkins (lower cabinet left of refrigerator), and a basket of crackers (top shelf left of refrigerator). Leave cart in kitchen until Rise of Meeting.
- Snack foods for the adults can include crackers (in kitchen), or you are encouraged to supply food of your own. You may wish to consider the coffee hour as a chance to celebrate a personal occasion or a Committee may wish to promote a cause.
- Please remember to clean kitchen, sweep the floors, and take out the trash.

### **Monthly Potluck**

- Set up tables and chairs in the main are.
- Make coffee and hot water (see coffee hour procedure).
- Turn on two ovens for warming.
- Set out foods on central island in kitchen. If possible, mark which dishes have meat and which are vegetarian.
- Set out desserts on top of the cabinets by the pass-through window.
- For the children, you may set out juice and bread with peanut butter and jelly on the table by the window.
- Serve food at 12:30 for anyone ready to eat. If Business Meeting is delayed, hold back some food.
- Turn on dish sterilizer so it will be ready to be used for dirty dishes.
- Encourage people to take home their left-over; label and date food that is left.
- Put away tables, chair, and wipe clean table cloths.
- Clean up kitchen, sweep floors, and take out trash.
- Check back door and windows to lock up.

**Here are some reminders:**

1. If it appears that food is in short supply, you may use the supply of extra food that is in the cabinet over the right side of the stove.
2. Remember, turn on the dish sterilizer at least 20 minutes prior to using it as it has to warm up; all food particles must be removed before washing.

**Please, everyone who attends potluck:**

1. We would appreciate people bringing dishes that only need to be warmed. It takes up time and oven space to be trying to cook dishes that are brought in frozen.
2. If possible, please bring enough food for about 6 people to make sure that supplies are adequate.
3. If your dish is not obvious, please indicate what it is, and label it vegetarian, non-vegetarian, or vegan.