
DONUT SETUP

Duty Team: 2 persons per team

Setup time: 8:45 am to 9:15 am

1. Donuts:

- a. Bring box of donuts up from 1st floor kitchen.

2. Layout:

- a. Push long tables right to the walls, to create more standing space.
- b. Leave one row of tables in the center, use as serving tables.

3. Setup tables:

- a. Ensure all tables are clean.

4. Pots for Tea and Hot Water/Coffee:

- a. Fill the pots using the spigots at the kitchen service window.
- b. Put in 6 tea bags into the tea pot.
- c. Plug both tea pots into the center column.

5. Water Cooler:

- a. If the water level in the bottle is not up to the Full line, turn and hold the faucet behind the dispenser until the water reaches FULL.

6. Setup serving tables:

- a. Coffee, creamer and sugar, with serving spoons and stir sticks
- b. Money bowls and donation signs – place one set on each row of tables
- c. Napkins – make sure that dispensers are full.
- d. 3 tubes of cups

Supplies are in the storage room next to the kitchen

Clean Up

1. Clean and wipe all tables.
2. Throw away all used cups and empty donut boxes, etc.
3. Gather all the money and put into one money bowl. Store the bowl in the kitchen and bring it back out during lunch.
4. Return all the coffee, creamer, sugar, stirrers, etc. back into the corner cabinet near the Service Window
5. Refill tea pot with the leftover hot water, use it for lunch.
6. Rinse and store the hot water pot in the cabinet below the Service Window.

Remember to top up supplies for the next group.

LUNCH SETUP

Setup time: 11AM

1. Setup lunch tables:

- a. Please carry, do not drag the furniture to minimize disturbing the worship in Sanctuary
- b. Pull out serving table at the entrance and set up 3 rows of tables. Work with the Family Lunch Team for their setup needs.
- c. Clean and wipe the tables.
- d. Place 6 chairs around each table.
- e. Each dining table should have :
 - i. Napkin holder, money bowl and donation sign (all from the pantry cabinet)
 - ii. Chili sauce (from fridge).
- f. If supplies, such as napkins, forks & spoons, cups and plates are insufficient, check the storage room next to the kitchen. Otherwise, go to first floor kitchen for more supplies.

2. Setup serving table:

- a. Place some plastic forks, spoons and plates on the serving table (pantry cabinet).

3. Tea:

- a. Fill the tea pot with water to half full (large tea pot).
- b. Add in 4 more tea bags.
- c. Make sure that it is plugged in.

4. Food Pickup, at 11:50am, from downstairs kitchen.

Take the plastic cart with the following:

- a. 1 pot of rice
- b. 2 entrees
- c. 2 rice spatulas, 4 serving spatulas or serving tongs

THANK YOU for SERVING.

v. 11/01/2017