

Pre-service Hospitality Tasks

Before service:

1. Put **UU sign** outside on the south side.
2. Place **rainbow flag** on pole on w side of building.
3. Kitchen: empty dishwasher and put out **cups** (if needed)
4. Push down lever under sink on the left to open the drain and remove drain plug in sink on right side of use.
5. Get coffee pot, coffee maker, condiment basket etc. from shelf behind the door.
6. Make coffee in coffee pot (coffee stored in refrigerator or freezer).
7. Make hot water for **tea** in small “coffee maker”.
8. Put coffee pot, hot water pot, cold water, extra creamers and tea bags neatly on the serve-through ledge.
9. Check baskets to make sure all **condiments and paper products** are in each (cream, sugar, sweeteners, stirrers, 8 small plates and 8 napkins). Put 6 baskets on 6 tables.
10. Place the **brown cookie jar** and labels on this ledge for collecting monetary donations.

After service:

11. Take in the **sign** from outside.
12. Bring **rainbow flag** back and place it on wall inside the foyer.

Thank you very much for volunteering to do this important hospitality task. It is greatly appreciated!

If you notice that we are running out of items in the kitchen or bathroom, contact our Kitchen Manager, Kris Los at 989-429-0425 or Krislos71@gmail.com. Or leave a note on the pad in the kitchen.

(revised July 2017 by Gisela Moffit)