

# Hospitality Manual

Thank you so much for serving on the Hospitality Team!

Buy 12-15 bananas and six dozen donuts from Kwik Trip/Kwik Star. They come in half dozen boxes in blueberry, chocolate, vanilla, glazed, and occasionally other seasonal flavors. The week before you serve, pick up the Kwik Trip/Star gift card to pay for the donuts and bananas. It is located in the main office first drawer; and return the card and receipt to Melanie's mailbox in the office.

## Sunday Morning Responsibilities:

Arrive between 8AM - 8:15AM - Start brewing coffee, and place it at the coffee bar as soon as it is brewed. Prepare cleaning bucket for washing tables. (Found in cupboard under the sink.) Get out individual creamers, sugars, cups, lids, etc., located in the coffee bar drawers. There are baggies to put donuts in. Cut the bananas in half, there are trays to put the donuts and bananas out on.

8:30AM - Place food at the coffee bar before 1st service. Talk with our guests! Enjoy the fellowship!

9AM - Once service begins, straighten up coffee shop area, which includes the coffee bar, and tables. Leave everything out during 1st service. Feel free to restock the donuts and bananas to be ready for the dismissal of service.

Between services: Refill donuts, bananas, coffee, and supplies as needed. Average coffee that is made each week is 3 regular and 2 decaf carafes.

10:30AM - Put away any remaining food in the kitchen and clean up the coffee shop area and any areas you used in the kitchen. There will be no food or drinks set out after 2nd service is over, so you are free to go once everything is put away and cleaned up.

## NOTE:

1. You will not need to serve people food; just be watchful if assistance is needed.
2. Regular and decaf coffee are made with different amounts of coffee, please look at each container to see correct amounts.

Please direct any concerns or needs to Melanie. Thank you for serving!

**IF ANY SUPPLIES ARE NEEDED, PLEASE INDICATE THIS ON THE SHOPPING LIST (IN THE KITCHEN ABOVE SINK). MELANIE WILL PICK UP SUPPLIES.**