

Thank you for volunteering to host this month's Potluck!

There should be five other volunteers working with you. You can find them on the Hospitality schedule and plan ahead. Here are the Potluck Guidelines.

Please arrive by 10A

- ✓ Please wear a maroon apron so congregants can find you
- ✓ Kitchen volunteers (2-3 volunteers)
 - Accept food donations, noting directions
 - Heat or chill according to instructions
 - Accommodate congregants who need to assemble their donation.
 - Make hot water for tea
 - Organize food items for presentation
- ✓ Keep lids, personal dishes, bottles on the Flower Table for easy recovery
- ✓ Set-up volunteers (2-3 volunteers)
 - Set up tables in the Olympia Brown Room
 - Post signs to help congregants with directions
 - Set out dishes, cups, napkins, flatware, serving utensils
 - Set out cold beverages and accessories for coffee and tea

WHEN ALL IS DONE - JOIN THE CHURCH SERVICES UNTIL CANDLE LIGHTING

At the beginning of candle lighting:

- ✓ Remove table signs from buffet table
- ✓ Uncover food items on the buffet tables
- ✓ Brew coffee and bring full pump pots to Olympia Brown Room
- ✓ Bring heated and chilled items to the buffet tables

During Potluck:

- ✓ Be available to refill beverages and condense buffet items
- ✓ Start the dish sanitizer
- ✓ Fill black sink basin with dish soap and HOT water

Around Noon:

- ✓ Put out the take-home food containers, grocery bags, & plastic wrap. Assist with their use.
- ✓ Gather and scrape dishes, utensils, cups, glasses, etc.
- ✓ Remove all food accessories and service items from the Olympia Brown Room
- ✓ Wash, sanitize and put away
- ✓ Restore kitchen order = the usual Coffee Hour KP tasks
- ✓ Tend to trash and laundry
- ✓ After 12:15 recruit help from remaining congregants

APPLAUSE FOR ALL YOU'VE DONE!