

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

**Please arrive by 10A to prepare the OBR for food donations.  
Wear a maroon apron so congregants can find you while volunteering.**

### **Kitchen volunteers (2-3 volunteers)**

- Accept food donations and request that Potluck ID slips be completed.
  - Heat or chill according to instructions
  - Make space for congregants who need to assemble their donation.
- Make hot water for tea, brew coffee. Fill carafes. Make one extra pot of regular coffee for refill
- Organize food items for presentation
- Put congregants' lids, personal dishes, bottles on the shelves over the freezer for easy retrieval

### **Set-up volunteers (2-3 volunteers)**

- Move and cloth tables in the Olympia Brown Room
- Post signs to help congregants with directions.
- Put out Potluck ID slips with pencils
- 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, return to kitchen basket
- ✓ Uncover food items on the buffet tables
- ✓ 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. Assist with their use. Ask congregants to use bags to carry their pot, casserole dishes, etc. home with them.
- Gather and scrape our dishes, utensils, cups, glasses, etc.
- Remove all food accessories and service items from the Olympia Brown Room
- Wash, sanitize and put away all church kitchen items.
- Restore kitchen order = the usual Social Hour KP tasks
- Tend to trash and laundry

**After 12:15 recruit help from remaining congregants**

**We don't save left overs - they usually are not consumed and spoil in the fridge.**

**APPLAUSE FOR ALL YOU'VE DONE!**