

SOCIAL HOUR SET-UP/CLEAN UP CHEAT SHEET



OLYMPIA BROWN ROOM

Arrange tables and place tablecloths

SET COFFEE/ FOOD TABLES

- Round black trays
- Coffee
- Coffee Cups
- Small drinking glasses
- Small plates and utensils
- Sugar/sweetener
- Tent signs
- Waste baskets
- Four teaspoons and saucers.
- Hot Water Carafe
- Creamer
- Napkins
- Donation Basket
- Tea
- Pitchers for juice and cold water
- Empty cart with trays and paper bag

IN THE KITCHEN

COFFEE AND FOOD PREP

- Make coffee and hot water
- Fill pitchers: creamer, water and juice
- Arrange food offering on platters.

DURING SOCIAL HOUR

- Throughout social hour monitor food, coffee, napkins, creamer, sugar, utensils for refills.
- Begin clean-up about 45 minutes in.
- Warm kitchen sterilizer and fill black tub with hot soapy water.

SOCIAL HOUR CLEAN UP



- Wipe off ½ of the kitchen prep table, line with kitchen towels.
- Soak cutting boards, RINSED coffee maker pots, tops and coffee ground baskets. Hand wash in second sink. Rinse in third sink. Cutting boards should be sterilized. Coffee pots, tops and coffee ground baskets should be allowed to air dry on kitchen counter.
- Collect coffee cups, utensils and empty platters from the

Olympia Brown room.

- Wash and thoroughly rinse dishes, cups and utensils
- Place all cleaned items (except carafes) in the kitchen sterilizer trays.
- After 6 minute sterilization cycle remove tray to work table and put all items away.
- Drain and rinse all carafes, coffee pots and coffee ground baskets with hot water. Allow to air dry on clean dish towels in the coffee prep area.
- After thoroughly drying all other items, return them to their storage places.
- Olympia Brown Room should be cleared of all food, table items, and tablecloths.
- Tables should be wiped.
- All leftover food should be taken home, NOT stored in the refrigerator or kitchen.
- Unused creamer is to be tightly covered with plastic wrap, dated and placed in frig. Do not pour creamer back into the carton.
- Return unopened sugar and tea to the cupboard.
- Wash and rinse all sink basins and faucets.
- Collect tent cards and donations. Fill out donation envelope and place in office. Return tent cards and donation basket to desk.
- Collect tablecloths, dishcloths, towels and aprons in the laundry basket. Please wash and dry at home and return it all by the following week's Social Hour.
- Collect trash from OBR waste baskets. Put all waste in large trash pail in kitchen. Tie the large liner bag tightly.
- Please unplug the tea kettle and turn off lights. Close and lock windows

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