

Kitchen Set-Up and Clean-Up Checklist For Refreshments and other Occasions

Set-Up

- ✓ Coffee will already be made unless you have specifically been requested to make it.
- ✓ Creamer, sugar, stirrers, napkins, tea, hot cocoa and cups are under the kitchen counter.
- ✓ The coffee will be set up on one side of the counter and the hot water will be set up on the other side.

Clean-Up

- ✓ Clean Towels and Dish Cloths are located under the microwaves.
- ✓ Put supplies back in the plastic bins. Make sure sugar is stored in the sealed plastic box.
- ✓ Clean the counters.
- ✓ Empty the coffee and hot water. Dump the coffee grounds and rinse the coffee pot.
- ✓ A recycling bin is located in the kitchen for plastic bottles- please empty if full (there is a marked recycling dumpster at the southeast corner of the parking lot).
- ✓ Empty the garbage cans in the kitchen and fellowship area, tie and take to the dumpster by the shed on the far side of the parking lot.
- ✓ Garbage bags are kept in the back storage room. Place an extra bag in the bottom of the cans for the next person's convenience.
- ✓ Please sweep up any excess crumbs on the kitchen floor.
- ✓ Take home used towels and launder them or leave them in the basket under the sink for the refreshments coordinator to launder.
- ✓ If you notice we are low on a supply item please let the refreshments coordinator know.