

Kitchen clean up

After the service. At some point during coffee hour take over the kitchen and begin the process of cleaning up. There are numerous things to gather up, clean, and put away. This is a job for 2 people.

WHAT TO DO	WHERE TO FIND THINGS
1. Clear all tables, put away items such as sugar and cream, pitchers. Dishes go to the dishwasher.	Dishcloths and dishtowels are in drawer marked UFP below phone.
2. Wash and put away dishes. Load and run dishwasher. Learn to run the dishwasher (instructions are posted above it).	In the kitchen there is a waste can and a compost bin. Along the wall there are 2 blue bins, one for paper and the other for plastic.
3. Wipe down counters and tables. Pack up tables and chairs to the storage room.	Tables & chairs are stored in the storage room across the hall from the kitchen.
4. Cash donations: at times there may be cash in a basket for donations to support the beverage expenses. If there is no church finance person present, deposit the money in the large coffee can in the bottom drawer below the telephone. It is labeled as a donation can.	Tablecloths are in the Pantry. They are hung on a rod next to the supply shelf. Gray Bus trays are usually kept below the serving counter.
5. Bring home dirty towels or cloths. Launder in hot water and return next week please.	Mugs go in the cupboard above counter.
6. Replenishment of supplies: take stock of the following supplies; apple juice, coffee beans & grinds, regular and gluten-free cookies, sugar, all teas, milk and cream. Please contact Carol Andrews with the information OR make note on the white board in the Pantry.	Spoons are in the labeled drawer left of stove. Plastic juice cups are in the cupboard above sink. Sugar bowls and sweeteners are in the cupboard above phone.
7. Shut down dishwasher. Follow instructions printed on wall. <u>The unit must be drained and turned OFF.</u> This is very important.	Serviettes are usually found on the shelving unit in the back room.
8. Check that both basement exterior doors are closed & locked: door to our storage room below the stairs, and the glass door in the social hall.	Pitchers for cream and milk are kept in the cupboard above phone, or they may be in the fridge.
9. Refer to Building closing.	Juice pitcher is on the shelf in storage room, or in the refrigerator.

Building closing

Kitchen clean up people are kindly asked to close the building after the kitchen is cleaned. If you are unable to do so, or if there are several people still in the building, please confirm that someone else will do it.

1. Obtain building keys from the service leader (see note below).
2. Proceed upstairs after all lower level doors are locked and lights turned off.
3. Lights off and close/lock community room door.
4. Lights off and lock sanctuary doors including the balcony doors and lights off.
5. Lobby lights off.
6. Switch off auto door operator (device above door has a toggle switch to power off - down position is OFF).
7. Close and lock both front entry doors.
8. Close and lock the steel gates.
9. Return keys to Jenny's house on Hillcrest off Weller.

NOTE: *If you are not in receipt of the building keys you can still close and lock the building. Turn the dead bolt on the front door from the inside and proceed to the exit door at the end of either corridor leading to the parking lot. Pull this door tight behind you, and close and lock the gate behind you.
(This will not work if the front door WITHOUT a toggle has not been locked with a key.)*