

Notes for Fellowship Hosts and Hostesses

Where to find items:

Paper goods

Paper goods should be in the closet. Most paper cups, naps, plates, plastic ware, etc. is in the closet on the right side as you enter.

Rotary has items on the shelves to the left as you enter. Please do not utilize their items, most of which are in the milk crates.

Cleaning supplies

Additional dish soap and hand soap are located under the sink. Towels for washing and drying dishes are located in the drawers facing the refrigerators and freezer.

Coffee service

Small coffee pots are left on the counter at the back of the kitchen. If a larger pot is to be used, there is one in the corner by the eye-level ovens. Additional large pots are on the top shelf on the left side of the closet as you enter.

All coffee, filters, and sweetener packets are in the cabinet labeled "Coffee Service". The coffee cups are in the cabinet to the immediate right of that. The small packets of liquid creamer are in the refrigerator. (These are shelf stable, but are kept in the fridge to prevent any spoilage.)

The amount of grounds used is typically $\frac{1}{3}$ cup per pot of coffee. (This is to the 10-12 mark on the coffee pot.) Use a multiple of this for the large pots.

Snacks

There are store-bought cookies in the cupboard under the windows at the back of the kitchen.

Platters are in the lower cabinet facing the gas range. There are metal, glass, and plastic ones. Tongs are located in a drawer under the coffee mugs.

The lemonade mix is in the cupboards above the microwave, and pitchers to mix it are located in the lower cupboard beside the freezer. One or two pitchers of lemonade is usually sufficient. You can get ice cubes from the freezer, and place those in a bowl for people to use if they would like.

If you bring ingredients to mix punch, the punch bowl is in the lower cupboard below the coffee cups. There are ladles in a drawer there too.

What to do if items are needed:

There should be Post-it® notes in the drawer next to the freezer. If an item is needed, jot it down on the Post-it® note and take it to the office. If the door is locked, simply stick it to the glass window. The items will be taken care of prior to the next week.

Checklist for cleaning up:

- Wash all the dishes that you utilized with soap and hot water. They can be left to drain in a rack or dried and put away.
- Empty the coffee pots, being sure to empty the grounds and filters.
- Wipe down the outside of the coffee pots, and please leave them open if there is moisture inside.
- Refill any ice cube trays.
- Stow snacks. If you have most of a pitcher of lemonade left, please cover it with plastic wrap and place it in the fridge for the next week. (The plastic wrap is located in a large drawer next to the sinks on the back side of the island.) Homemade snacks can be stored appropriately, but **please let the next fellowship host know that they should be used to avoid spoilage.**
- You do not need to take the trash out unless it is overfull or particularly odiferous. Trash bags are under the long island toward the end where you enter the kitchen.
- Place all soiled towels in the laundry basket next to the fridge. If you are able, it is appreciated if you take the laundry basket home and wash the items. There is a second laundry basket in the closet to replace the one that is there if you do take the laundry home to wash.

Notes:

- Rotary has the top two shelves on the left side of the refrigerator. Please do not use items from their space.
- Potholders are in the drawers under the eye-level ovens.
- The step stool is located in the kitchen near the fire extinguisher and first aid kit. All three are good items to know the location of but hopefully not need. 😊