

## **Coffee Hour**

### **Clean-Up**

- \_\_\_\_\_ Remove all remaining food and dishes from snack tables.
- \_\_\_\_\_ Place left-overs in zip-loc bags and store in refrigerator if need or leave them on the table in kitchen.
- \_\_\_\_\_ Wash, dry and put away all dishes, pots, platters and utensils.
- \_\_\_\_\_ Bring the four Bunn coffee pots and heaters into the kitchen.
  - \_\_\_\_\_ Rinse coffee pots and return them to the rack above the food prep sink.
  - \_\_\_\_\_ Return the coffee pot heaters to the rack above the food prep sink.
- \_\_\_\_\_ Collect all accessories (creamers, sugars, stir-sticks, etc.) from the coffee tables and return them to the kitchen. Ensure liquid creamers are placed in the kitchen refrigerator.
- \_\_\_\_\_ Clear all tables of food and trash.
- \_\_\_\_\_ Wipe down tables with wet washcloths from the kitchen.
- \_\_\_\_\_ Collect trash bags from trash cans and place in the dumpster.
- \_\_\_\_\_ Replace trash bags in trash cans.
- \_\_\_\_\_ Vacuum entire basement area to include outside of kitchen entrance at the hall entrance.
- \_\_\_\_\_ Clean and wipe down kitchen counters.
- \_\_\_\_\_ Mop kitchen floor if needed.

*Please place a checkmark next to each of the above tasks as you go to ensure all are completed.*

Call the Parish Administrator (763-227-3553) if there are any questions and alert Anne Patras (907-632-1064) for any needed supplies.

## **Thank You**