

# Quilters Unlimited Hospitality Volunteer

## Day of the meeting:

- ♦ Arrive to the Guild meeting site at 6:00 p.m.
- ♦ The President will unlock the room to the supply cabinet. The supply cabinet is located next to the library armoire.
- ♦ Obtain the following items from the supply cabinet and take to the kitchen:  
Plastic cups for cold beverages and/or Styrofoam cups for coffee, 2 coffee filters, one container of regular coffee, one container of decaf coffee, coffee creamer, sugar, sugar sub, small plates, napkins, plastic forks and spoons and a roll of paper towels.

## Kitchen Set-up:

1. Make coffee:  
Flip switch on  
Fill one coffee pot with water and pour into top of coffee maker  
Place pre-measured regular coffee in one filter (enough for 8 cups)  
When this pot is ready, place on the top warming burner  
Repeat steps to make decaf coffee. Use orange handle pot for decaf.  
Watch the pots carefully to make sure that it does not burn if too low and do not place an empty pot on the hot burner.
2. Place large garbage can with liner just outside the entry.
3. Place napkins, utensils and plates at front end of counter, nearest the ice machine.
4. Place cups and coffee condiments on counter across from the coffee maker.
5. Obtain 2 church pitchers, one for ice and one for water. Fill one pitcher with ice.
6. Arrange snacks as needed. You may use a church bowl, plate or utensil as needed, just remember to replace it clean, where you found it.

## Kitchen Service:

1. Smile! Say Happy Birthday and Thank you to the members who arrive with refreshments.
2. Keep consolidating the snacks to one tray, plate or container as much as possible.
3. Pour coffee for those who request it.
4. Keep ice and water pitchers filled.
5. Clean as you go.

6. When the meeting is underway, and members have stopped coming through the refreshment line, come out and enjoy. Turn off coffee pots at this point.

**Kitchen clean-up:**

1. Wash church containers, plates, utensils and replace where you found them.
2. Pour out coffee and wash the pots.
3. Turn coffee pot off if not already done.
4. DO NOT SET AN EMPTY POT ON THE HOT BURNER.
5. Rinse out 2 liter bottles, replace lids and put in church recycle bin.
6. Return unused supplies to the cabinet. If the supply of any item is low or used up, please let the chairperson know prior to the next meeting.
7. Throw out or give away snacks or beverages that are unclaimed at the end of the meeting.
8. Empty the garbage can and replace the trash liner. Trash bags are located under the kitchen counter. Move the trash can back into the kitchen against the wall by the ice machine. DO NOT LEAVE TRASH IN THE GARBAGE CAN UNLESS IT IS LESS THAN HALF FULL.
9. Wipe counter and make sure sinks are clean.
10. Wipe tables in meeting room as needed. Check floor around tables for threads, fabric snips, crumbs. Vacuum cleaner in kitchen closet if needed.
11. Turn out ALL lights, including the bathroom.
12. Place trash inside the outdoor bin. Close bin door and latch.

**Make sure the kitchen is left clean and neat! We want to continue a good relationship with the church for allowing us to use their facilities.**

*Thank you very much for serving as a Hospitality Volunteer!*