

SALC MORNING SHIFT TASK LIST AND SUGGESTED SCHEDULE FOR HOSPITALITY ROOM [8]

DEPENDING ON THE DAY, TASKS MAY TAKE MORE OR LESS TIME. THANK YOU FOR YOUR SERVICE TO WHO.

WE COULD NOT DO THIS WITHOUT YOU.

6AM

Quietly open the kitchen and prepare 30 cups coffee in large pot/hot water in smaller pot. Instructions on wall by small sink. Use cart to take the pots to the hospitality room and plug in on the counter. Set out creamer, sugar and other drinks as illustrated. Take the lunch items to the front check in area and arrange by item to be picked up by guests on their way out. Guests must exit the building by 8AM

6:30 AM

Begin setting up breakfast food. Milk and juice is in the fridge in hospitality room- extra in the kitchen. Cereal and other items are in the cabinets above the coffee. Plates, bowls and cups are in the lower cabinets. Bring out any breakfast items from the kitchen if available. All food is donated so we serve whatever we have each day – fruit, pastries, bagels, bread, hard boiled eggs.

7:00 AM

Guests must have their bedding put away and all personal items packed up before coming for breakfast. 2 volunteers monitor breakfast making sure guests have what they need. Refill as you are able. We may not always have extra. Breakfast ends at 7:45 to allow time for the area to be ready at 8:15 for arriving preschoolers

7:45 AM

Hospitality room is closed. No exceptions. Return all food items as needed. Unplug coffee and water and take by cart to the kitchen for cleaning. Clean coffee pots are left on right side of the sink to drain. All food items from kitchen are wrapped on the counter to the right of the blue tape or returned to the fridge. All dishes used must be washed dried and put away before you leave. Drawers and cabinets are labeled to help with putting away. Clean WHO crock pots if necessary and put on the counter to the right of the wall sink so they are ready for the next group to use them.

8:00 AM – 8:15 AM

Return foosball table to the TV room and move the hand chairs in front of the TV room. Take any trash left behind to garbage. Vacuum TV area, back hall and the center hall so the area is ready for the arrival of preschoolers. Lock the door to the smoking patio.

8:00 AM – 9AM

Clean counters, tables and chairs in hospitality room using the cleaning supplies in cabinet under the TV. Collect all garbage in the area and bring the garbage bag to the front to be taken to the dumpster. Replace the garbage bag. Extra bags in janitor's closet rm. 10. Sweep and mop the floor as needed. Make sure the toy area is tidy and there is nothing covering the heating vent on the floor.