

## **SET UP FOR SOCIAL HOUR**

### **Residents:**

1. Residents set up coffee and tea water. The coffee hour committee helpers should know how to use the coffee machine, however, to replenish either or both if they run out. CongFell will be hosting a training.
2. The residents will also be setting out coffee cups, water cups, spoons, tea bags, napkins, sugar, creamer, stir sticks. The residents put these out but the committees should know where to find everything to replenish if they run out.
3. Residents will put pitchers of water into the fridge.

### **Hosts:**

1. Arrive around 9:30AM and prop open double doors that lead from hallway into social hall
2. Set out cold water, Replenish as needed
3. Set out snacks, napkins, or plates, silverware if needed
4. Sugar for coffee , creamer, napkins, serving plates, and serving trays are located in the pantry for use as needed
5. Set out small waste basket for stir sticks and small napkins.
6. Plates, silverware, and cups are in the kitchen.
7. Keep snack in kitchen area until after church begins, then set out on tables
8. Label allergens - Labels are above the microwave.
9. The committee may choose to have someone guide people on how to dump and stack their cups and recyclables.
10. Dump coffee grounds from the coffee maker into compostable bin.
11. Clean up social hall afterwards which includes: pick up plates, napkins, coffee and bring back in the kitchen, bring back water pitchers, wipe down tables and kitchen counters with cloth and spray found under the hand washing sink.
12. Bring back cup and glass water carts?
13. Put away clean napkins, dishes, and unused supplies. Unused silverware should be left for residents to wash (health code – if silverware is put out it must be washed).
14. If you want real creamer, please bring this as part of your social hour. Otherwise use powdered creamer
15. DISHES WILL BE DONE LATER BY RESIDENTS
16. If you are leaving food behind, label it with a date, who is allowed to eat it (i.e. “save for next Sunday”), and allergen information. Do not leave food out.
17. If the hosts chose to bring snacks, please bring options for dairy free and gluten free nutritional needs.
18. The hosts should not have to stay past 12:30pm, and generally should be able to leave earlier.