

# Sunday Morning Hospitality Set Up & Clean Up

## SET UP

Coffee will be made early. Hospitality Team members **will not** need to come in early to make the coffee. It will be ready for you. The airpots of coffee will be out on the table in the foyer ready to go, along with the cups, creamers, spoons and napkins

### Team Members: On your assigned Sunday:

- Put treats on trays, and set trays out on fellowship table in foyer before the end of the service. (Currently we are going through 10-12 dozen treats each Sunday). Most team members will put the treats out during the last song.

## CLEAN UP

- Bring everything from the table in the foyer back into the kitchen.
- Wipe off table in foyer. Use small sweeper to clean up crumbs around table in foyer. Clean up any spills on floor (frosting etc.)
- Empty and rinse out airpots with hot water. Leave them open on the kitchen counter to dry.
- Wash and Dry Trays.
- Please wipe down counters, tables, sinks as needed.

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If you have any questions, or need help please contact Twyla Pennel.

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***Thank you!***