

MORNING PREP:

Put tables up and wipe them down

Chairs out from the education building

Canopy up over tables that have no umbrellas

Make Coffee (instructions on cabinet)

Make lemonade and leave in fridge until lunch

Mary Kay will tell you what to do for food.

Usually includes:

- precut desserts to serve
- put extra desserts on the counter for people to take home
- put out plates and utensils
- put out peanut butter / jelly / hummus
- Select some sliced bread to serve, leave the other bread in the counter near the stove for people to bring home.
- Create space for the prepared meals

CLEANUP:

Encourage people to take the food home from Publix and leftovers

Rinse out the big coffee maker and clean the parts

Wash the coffee maker from the education building if it was used

Wash dishes

Someone take home dirty rags to wash

Outside chairs back to the education building

Tables down, umbrellas down

Put the canopy away

Take out the trash from all trashcans including education building

Check rooms for trash or food, etc

New bags for all trash cans