

## COFFEE AND GREETING TEAM CHECKLIST

Greeters, did you:

- Arrive between 10 am and 10:15 am to greet
- Check bathrooms to make sure they both have plenty of toilet paper, paper towels, and soap
- Hand out bulletins (Orders of Service)
- Greet new visitors
  - ask them to sign the guest book
  - help them complete name tags
  - hand them a new visitor folder
  - show them RE rooms (if children are present)
- Count all adults present once the service begins, including the RE adults, and write the count on the sheet on the desk near the guest book (RE counts the children)
- Find new visitors after service and invite them to stay for coffee hour
- Remind current members to wear their name tags

If helping with the coffee, did you:

- Empty the two dishwashers (if dishes are clean)
- Start coffee and hot water in large electric urns (see instructions in the kitchen)
- Set out cups, plates, napkins, tea, coffee creamer, sugar, etc. on the table outside the kitchen
- Set out treats ten to fifteen minutes before service concludes
- Load dishwashers as dirty dishes accumulate and run them when full
- Clean surfaces around the kitchen after dishes are in dishwashers
- Empty coffee and water urns and set them to dry
- Shake out table cloth on treat table and take home to wash if stained
- Sweep kitchen floor if necessary and take out the trash

Team Leader, did you:

- Reset all four thermostats before leaving
  - Sanctuary thermostat is on the southwest wall just inside the double doors -- 65 in winter, 75 in summer
  - Hall thermostat is across from the coat rack -- 55 in winter, 85 in summer
  - Large RE room at the end of the building has a thermostat on the northeast wall above the bulletin board -- 55 in winter, 85 in summer
  - Inez Alsop room has a thermostat on the southwest wall -- 55 in winter, 85 in summer
- Close the blinds in the sanctuary
- Check all outside doors to make sure they are locked (be especially careful of the front door – the door without a handle needs to be locked separately!)
- Make sure all building lights (including the bathroom lights) are turned off