

## Guidelines and Procedures for Hospitality Volunteers

The Hospitality volunteers are responsible for providing drinks and refreshments for approximately 40 guild members at the monthly meetings. The following has been developed to guide volunteers through the process.

**Supplies provided by the Guild:** The guild provides the following: coffee (decaf and regular), napkins, stir sticks, dry creamer, tea bags, visitor coffee cups, small plates, two coffee makers and one hot water dispenser. These items are found in the library closet. There should be two coffee pot boxes, one plastic container and the hot water container on the right side of the closet.

**Food items provided by Hospitality volunteers:** Please don't stress out about what to bring when it is your month to volunteer. Just remember – KISS (**Keep It Simple Sweetheart!**) If you want to coordinate with each other so you don't bring the same things, that is fine. Generally speaking, something sweet, something savory, a little protein, and something natural and unprocessed, such as fruit and/or veggies will suffice, and will also be keeping in mind folks with allergies. The items you bring are on your own dime (sorry!) so please don't feel like you have to bring enough food to feed an Army!

**Procedure:** The President of the Guild, who has the key to the library closet, is usually at the church between 8:30- 8:45 AM. At that time you will be able to retrieve the items from the library and start setting up in the kitchen. The accordion doors have to be unlatched and folded out of the way. One of the latches is a bit tight so you may need a chair or stool to reach it. The church's commercial sized coffee maker will need to be moved to the side so you can put the hot water canister and the regular coffee pot on the serving counter. The decaf coffee is plugged in near the refrigerator. The rest of the food items are set up on the remaining counter. Out of courtesy to those with food allergies, having a list of ingredients for homemade goodies or displaying the containers for store bought items would be helpful.

At the end of the meeting, you will need to clean the coffee pots, and put all the guild supplies back in the library closet. Check to see if any supplies are needed for the next month. **If so, please let the Hospitality Chairperson know.** The plastic container has the listing on the lid along with instructions for replacements. Return the church coffee maker to the usual place. The wooden accordion doors that need to be closed and locked. If any church items such as serving dishes or silverware were used, clean them and return them to their usual place. Remove the trash bag and either take it home for disposal, or put it in the church dumpster, which is located on the far west side of the parking lot.

Hope this helps! Good Luck and THANK YOU for volunteering!