

Central Lakes Rotary

Good Tuesday Morning!

- Arrive 6:30/6:40
- Open back door using key kept in the electrical box on the backside of the building.
 - Replace this immediately, before misplacing or forgetting.
- Unlock front door.
- Turn on lights.
- Begin making coffee - Current coffee maker can be tricky to operate. See Steve H. for a tutorial. *Each pot requires 5 scoops (scoop is in coffee tin). A typical morning requires 3 pots of coffee.

Set-Up (This is sometimes done by Bob before Tuesday)

- Put placemats on tables.
- Bring out & Display: 2 racks of flags (window sills), 2 banners (4 Way test in front of room, Rotary by breakfast table).
- Place podium, gavel, bell, and Happy Fine container on front table.
- Nametag case out.

Breakfast Table

- Place toasters & plug-in
- Napkins
- Silverware
- Plates
- Cups *If low on any paper goods - let Diane know.
- Fake Sugar/Creamer Stand
- Pump Pots (once filled with coffee)

Typical Breakfast Includes:

Coffee

Half & Half

Juice

Waffles/Pancakes (pre-made/frozen)

Bagels

Bread

“Carb Toppers”: peanut butter, jam, maple syrup, butter, cream cheese

Fruit - Fresh or Frozen

Protein - eggs or ?

Yogurt

Optional - Hand/Homemade items: quiche, frittata, muffins, etc.

OR Whatever you think the group will like

*Keep receipts & turn them in to Cindy for reimbursement. While kind, donating breakfast supplies doesn't lead to a true cost of what breakfast costs the club. Thank you.

Clean Up

- Put away breakfast items - Fridge/Freezer.
- Wash all utensils & serving dishes. Put them away.
- Wipe down surfaces (including face of fridge & cupboards, if needed).
- Take inventory of needs for the following week.
- Vacuum, if needed.
- Put away all paper goods (placemats that are like new may be reused).
- Put toasters & fake sugar stand on the counter in the kitchen. Other items should find a home in the fridge or back room.
- Put away Rotary items (flags in window sills, banners, podium, gavel, happy fine container, bell, nametags case, etc.)
- Check Tablecloths - if soiled - take home & wash. *Return them the following week. Replace dirty one with a clean one from back room.
- Periodically - take home & wash washcloths & towel. **Remember the following week.
- Take garbage out. Put in new bags.
- When leaving - lock BOTH doors.
- Turn off lights.
- Turn down thermostat (if turned up earlier)