

## RCFC Lunch Clean-Up - - Lincoln Center

Clean Up is scheduled from 1:00 to 1:30 on the selected Wednesday noon Lunch Day. **Do not start clean-up until at least 1:00!**

Today's volunteer is: \_\_\_\_\_

### PLEASE CHECK OFF ITEMS AS THEY ARE COMPLETED

- Clear dining tables
  - \_\_\_\_\_ All items (including food, tablecloths, trash) discarded
  - \_\_\_\_\_ Metal "Reserved" signs remain at Lincoln Center
- Clear serving table:
  - Lincoln Center supplies water & ice. Leave as is on serving table
  - Return ice scoops to Rotary cart
- Keurig coffee maker:
  - \_\_\_\_\_ Empty water from machine & pitcher. Remove used coffee pod.
  - \_\_\_\_\_ Put sweeteners, creamers, sticks, coffee pods into zip lock bags provided
- **Return the following to Black Rotary supply cart:**
  - \_\_\_\_\_ Late seating signs, dessert tray sign, Keurig instruction sign
  - \_\_\_\_\_ Keurig machine, pitcher, coffee supplies, extension cord
  - \_\_\_\_\_ Ice scoop(s)
  - \_\_\_\_\_ Any remaining paper products
  - \_\_\_\_\_ Help Sandra take Rotary bell & heavy banners (need tall person to disassemble)
- Leftovers:
  - Cover all remaining serving trays using covers provided by caterer. If not adequate, use aluminum foil in cart.
- \_\_\_\_\_ Return black supply cart **TODAY** to Tammie Nieman (3708 Wild View Drive) or to:
- \_\_\_\_\_

Leftovers are delivered to Catholic Charities: 460 Linden Center Drive

Today's leftover delivery Rotarian is: \_\_\_\_\_

**If there is no delivery Rotarian, all food must be removed from serving tables and must be thrown out in LC trash cans.**