

Kitchen Duty

SETUP: Plug in coffee maker and turn on switch on the upper left side of machine. When the light turns green it is ready to make coffee.

We use decaf coffee. Coffee making instructions are posted on the inside of the cupboard door. 3 squares will use 2 - 3 pots.

Check large garbage can for trash. Put in a fresh bag for our use as needed. Garbage bags are under the small sink by the door.

Cupboards and drawers above and below the coffee maker are square dance storage. Other supplies are in the storeroom.

As food arrives, put anything that needs to be cold in the refrigerator.

Keep the kitchen door shut to discourage grazing. Tape the "Water in the Dining Room" sign to the door. Open dining room door so people can get water and coffee as desired.

Make ice water in the pitcher (in the far lower cupboards under the knife stand). Refill ice cube trays. Place water jug in the dining room on the small white cart with a drip catcher attached. Place cups on the cart with the jug.

Set out marker pens with the water *and* the coffee for people to label their cups.

Use the other cart for coffee. Pour cups of coffee right when people are coming in for break.

Make sure there is at least a 5 to 6 inch stack of thin paper plates with napkins between them on the serving table and set out hand sanitizer.

Put food on the serving table about 15 minutes before break.

CLOSING: Check refrigerator to be sure nothing has been left in it. Take down the “Water in the Dining Room” sign.

Wash club members’ dishes and take to front of hall with any leftover food.

All IOOF items used should be put back where you found them — Clean.

Dry out the water pitcher and put it away with a loose lid.

Clean-Up Duty

Wipe all dining room tables.

Put extra food out on the table in the lobby to be picked up.

Vacuum dining room floor.

Turn off dining room lights and lock door.

Dust mop dance floor after dance.

Gather all garbage from restrooms, dining rooms and kitchen into one bag and take home. Replace garbage bags as needed.

Check to see if lights are turned out in the store room and the restrooms after the dance.

Check to see that the coffee pot is unplugged and that the lights are out in the kitchen and the door is locked.

Make sure someone brings the Sandwich Board Sign in.

Make sure the doors to the dining room and the dance hall are closed, the kitchen door is locked, and that both doors leading outside are locked when you leave.

Make sure the garbage goes home with someone.

Door Duty

Meet Treasurer (or representative) at 7:15pm to accept money box and count out \$50.

Primary: Accept dance fees and make sure each dancer signs Attendance Sheet.

Secondary: Accept Split the Pot fees (3 tickets for \$1.00) and separate tickets— give one half to the dancer and put the other half in the Pot.

Write receipts and attach sticky notes as needed for other money received (dues, etc.).

Around 8:15pm, total dancers by Club and give tally to President. Count and total money and return money box to Treasurer and go dance!