

LEBANON SQUARE CIRCLERS KITCHEN DUTY

- Plug in coffee maker & 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 - the can should have a small dipper in it. Coffee making instructions are on a paper plate inside the cupboard door. 3 squares will use 2 - 3 pots.
- Cupboards and drawers above and below the coffee maker are square dance storage.
- Check large garbage can for trash. If little or none, use it. If it has 1/4 or more pull it and save to put back later. Put in fresh bag for our use. Garbage bags are under the small sink by the door.
- Make sure there is at least a 5 to 6 inch stack of thin paper plates with napkins between them. If not found in kitchen, look in the storeroom.
- Set out a marker or pen for people to label their cups.
- Make ice water in the pitcher (in the far lower cupboards under the knife stand). Refill up ice cube trays.
- Place jug and a board on small white cart with a drip catcher attached. Place cups on the cart with the jug.
- The other cart will work for the coffee. Someone should pour cups right when people are coming in for break. Cups are needed there also. Cups are in the cupboard or in the storeroom.
- We use the refrigerator as necessary, but check to be sure nothing has been left in it.

- Utensils, knives, bowls, & baskets can be found in the cupboards. Put them back where you found them — **Clean**.
- Put out food on the serving table about 15 minutes before break. Set out hand sanitizer on the serving table.
- Be sure to dry out the water pitcher and put it away with the lid very loose.

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 rest rooms after the dance.
- Check to see that the coffee pot is unplugged and that the lights are out in the kitchen.
- 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 giving one half to dancer and the other half to 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.