

## Hospitality volunteers

### **Set up and maintain kitchen area as well as keeping the paper supplies filled in bathroom**

- Make coffee and fill pump coffee urn, make more as needed.  
Coffee is located above in the cabinet to the right of the sink
- Put more soda and water in refrigerator to chill as it is used up  
More soda and water is located in the janitor's closet next to the kitchen
- Slice bagels (if not already) and put on plate with cream cheese next to it
- Wash and dry apples and put in bowl for people to grab
- The kitchen is just for volunteers and staff; try to keep shoppers from partaking in the goodies by keeping the door shut.
- Check the bathroom on a regular basis to see if the toilet paper or paper towels need to be refilled as well as the soap.
  - A roll on each holder and an extra one on the back of the toilet
  - Fill the paper towels half way in holder
  - There should be more supplies in the white cabinet in the bathroom
  - If the cabinet needs filling ask a staff person to go get more supplies

### **Other:**

Snacks and Drinks are available in the Kitchen for Volunteers.

“Volunteer Shopping” checkouts will be available from **1 & 2 & 4 – 5:00 pm**.  
Checkouts will close promptly at **5:00** to prepare for the Preview event at **6:30**.