HOSPITALITY JOB DESIGN

ARRIVAL TIME: 8:50 AM **ATTIRE:** Appropriate for task

NOTE: There are no longer any duties required after Service.
See Clean-Up Job Design.

INITIAL DUTIES – Before Service:

1. Arrive at 8:50 a.m.
2. Check in with the Practitioner of the Day
3. Join the Treatment Circle at 9:00 AM, to set the consciousness for the service
4. Retrieve Name Tag from the administrator's desk.
5. Vacuum rug as needed
6. Set up Kitchen tables
    a. Cover two folding tables with Table Cloths
    b. Arrange food items on the covered tables
7. Prepare Beverages
    a. Hot Water for Tea in large silver 30-cup coffee pot-must be plugged directly in wall
    b. One pot Decaf coffee
        1. If using the plastic scoop – one scoop of coffee for each cup of water
        2. If using the metal scoop – one scoop of coffee for two cups of water
    c. One pot Regular coffee
    d. The decaf and regular coffee plug into the power surge strip.
    e. One Pitcher of cold water
8. Place a 50-person supply of the following items on the Counter for easy access. Note: all items kept in brown storage cabinet next to refrigerator.
    a. Tea Bag assortment
    b. Hot cups, Cold cups
    c. Creamer, Sugars
    d. Plastic Forks, Spoons, Knives
    e. Large & small paper plates, napkins & paper bowls
9. Bring 2 glasses of water to the Sanctuary for Rev. Penny. (Ask whether she wants hot or cold)
10. Please report any issues to the **House Manager** for immediate or future resolution – not to the **Minister**, as her Sunday morning experience should be without interruption.

NOTE: If you are unable to cover your assigned date, please arrange for a substitute from the list of names on your most recent schedule, and let your team leader and the church know.

Thank you for your loving service!