

Coffee Duty Guide

(<http://www.ottawarughooking.com/Meetings/files/CoffeeDutyGuide.pdf>)

For complete details refer to Coffee Coordinator Procedures in P&P manual (kept by President)

1. Pick up the key for Maki House from the mailbox at 29 Crystal Beach Drive in sufficient time to have coffee ready for members when they arrive at
 - 9:30 a.m. on Saturdays
 - 11:30 a.m. on Thursdays

Do not ring the bell.

Return the key to the mailbox after the meeting (unless Elizabeth Gravel in quilting in other room)

The key will open the front door and the cupboard with the tables and chairs.

2. The coffee is in the freezer compartment of the fridge – our name & instructions are on the tin. In a second tin, you will find some filter papers and the key for the storage cabinet.

3. Tea, sugar, extra filters, spoons, etc. are in a bin in the storage cabinet in the other room – the coordinator also has a key.

4. Bring with you:

- Milk and/or cream for coffee and tea
- Goodies (cookies, squares, etc.)
- A cloth for washing cups and coffee maker
- A tea towel for drying cups (not hands)
- A plastic bag to take home the garbage we create

5. When you leave, take with you everything you brought, including the bag of garbage. Dispose of it at your own home.

6. Return the key to the mailbox at 29 Crystal Beach Drive, again without knocking.