

North Star Quilters Guild-Hostess Duties

(Updated January 2024)

THANK YOU!

Your willingness to bring treats and be a hostess today is greatly appreciated.

Jane & Seanne

The coffee will be brewed by either Jane or Seanne. They will set out thermoses for regular and decaf. Styrofoam cups, tea bags, sweetener, creamer and half-n-half and two pitchers of ice water.

The NSQG supplies paper plates, napkins, plastic utensils, coffee and cold beverage cups, tea, coffee, sugar and stir sticks. These items are in a rolling wooden cabinet. Jane or Seanne will have set out all these items for your use. They will also have dish cloth and dish towels for you to use (labeled NSQG).

BEFORE

- **Please arrive by 9:00 am** to assure enough time to set up.
- You may use church platters and serving utensils. Drawers are labeled for easy access.
- Arrange food items, paper plates, napkins, plastic utensils and beverages for self-serve buffet line.

DURING

- Stay in the kitchen to greet members.
- Monitor treat plates and supplies.
- Refill water pitchers and coffee thermoses as needed.

AFTER

- Use the NSQG dish towels and dish cloths to clean up.
- Drain the main coffee maker. Remove the coffee filter and rinse out the filter bowl. Return it to the coffee maker.
- Turn off the coffee maker.
- Wash coffee thermoses and small coffee pot. Let them air dry on towels by the sink.
- Return unused NSQG supplies to the rolling wooden cabinet. *Notify Jane or Seanne if any items need to be replenished.*
- Return storage or serving items that belong to the NSQG members. *Thank them!* 😊
- Wash, dry and return all church platters and serving utensils to proper location.
- Wipe down serving areas.
- Give soiled kitchen towels to Jane or Seanne.

THANK YOU!!