



COFFEE/HOSPITALITY VOLUNTEERS

January 1 — April 8, 2012

If you cannot make it on your assigned date,
please switch with someone else and let the office know. **THANK YOU!**

The 1st pair of names for each date is responsible for setting-up before the service:

Set-up responsibilities:

1. Place plastic cloths on 3 tables
2. Put coffee cups, lemonade cups, sugar, creamer, stir sticks and regular & decaf tea bags and coffee/tea identifiers on the tables
3. Coffee: two pots of regular and 1 pot of decaf (the first pot of each are made in advance by Jos) you will need to make the 2nd pot of regular coffee –instructions are on the sheet by the coffee urn
4. Get lemonade out of the refrigerator and put it on the side table with the drip tray underneath
5. Turn on the dishwasher (so it can reach the proper temperature) – operating instructions are on the wall next to the dishwasher

Both pair of names for each date are responsible for serving and clean-up:

When cleaning up:

1. Rinse out the carafes, do not put them in the dishwasher
2. Put everything away except tablecloths
3. Wash and drain cups and rinse coffee urn
4. Wipe off tablecloths but do not remove them from the tables

DATE	VOLUNTEERS
January 1	Marybeth Haverkamp & Bob Nienhuis Denny & Jeni Hoekstra
January 8	Denny & Jeni Hoekstra Jen Overvoorde & Bob Ritsema
January 15	Jen Overvoorde & Bob Ritsema Kara Kits & Sheryl Mulder
January 22	Kara Kits & Sheryl Mulder Dale & Lorna Van Prooyen
January 29	Dale & Lorna Van Prooyen Don & Barb Bultman
February 5	Don & Barb Bultman Gordon & Jane Quist
February 12	Gordon & Jane Quist Judy Gabrielse & Phyllis Haverkamp
February 19	Judy Gabrielse & Phyllis Haverkamp Henk & Chris Aay
February 26	Henk & Chris Aay Dirk Snoek & Sharon Breuker
March 4	Dirk Snoek & Sharon Breuker Clarence & Grace Joldersma
March 11	Clarence & Grace Joldersma Dave & Marla Koetje
March 18	Dave & Marla Koetje John & Carol Baar
March 25	John & Carol Baar Julie Versluys & Bruce Spoolstra
April 1	Julie Versluys & Bruce Spoolstra Angela Peterson & June Huissen
April 8	Angela Peterson & June Huissen Larry & Mary Dengerink