

# Hospitality Table

## Overview

Hospitality Table Example:



As part of our mission to show hospitality ATN provides donuts, coffee, and sometimes other treats each Sunday. There are 3 ways of volunteering at the Hospitality table:

- **Set up** the food and beverage elements on the table
- **Serving** the food and beverage elements before and after the service
- **Take down**, package leftovers (if necessary), clean and replace the food and beverage elements on the Hospitality cart

## Set-up

- Arrive at ATN by 9:20am.
- Retrieve the table supplies plastic bin from the hospitality supply rack.
- Place a clean tablecloth on the table
- Place mugs on the left side of the table; mugs are stored in the blue rack shown at the back left of the picture; the volunteer who cleaned the mugs delivers the box to this location. If the mugs are not delivered, please be sure there are enough paper coffee cups displayed.
- The coffee urns are delivered by the volunteer making the coffee; place the black plastic drip plates in front of each coffee urn.
- Place cups to the left of the urns

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- Retrieve half-and-half (and non-dairy creamer if any) from the refrigerator if not already on the table.
- Place creamers, sweeteners (sugar, stevia, other), teas, hot chocolate packages, stirrers, and a small disposal bin to the right of the coffee urns
- Retrieve cold water pitcher(s) from the fridge in the kitchen
- Place plastic glasses near that cold water pitcher
- Donuts (and potentially other edibles) are delivered to the table; these, along with napkins, and optionally small plates, are placed on the right side of the table.
- Donuts will either arrive cut in half, or be cut in half; other edible items (if any) may be cut into smaller pieces if needed. There are usually 3 large boxes of cut donuts. Mix the donuts so that the same-type donuts are not all together but sprinkled throughout.
- Use plastic gloves and the tongs while serving donuts. Occasionally, someone tries to pick up a donut. Please discourage that; we are being as careful as possible

## Hospitality Table Supplies

Table cloth

Beverage Service Supplies	Food Service Supplies
<ul style="list-style-type: none"><li>● Water pitcher</li><li>● Half and Half</li><li>● Non Dairy Creamer optional</li><li>● Sugar Packets</li><li>● Stevia Packets</li><li>● Honey</li><li>● Other non-sugar sweeteners</li><li>● Tea bags</li><li>● Hot chocolate packets</li><li>● Stirrers</li><li>● Water cups</li><li>● Receptacle for used stirrers, etc</li><li>● Plastic gloves</li><li>● Masks</li><li>● Hand sanitizer</li></ul>	<ul style="list-style-type: none"><li>● Napkins</li><li>● Small Plates</li><li>● Utensils (as needed for other than donuts)</li><li>● Tray for special items (donuts are served from the boxes in which they arrive)</li></ul>

All Hospitality equipment and supplies are stored on a large metal cart. This cart will have been moved out of the closet, but left near the closet. Supplies for the current week are stored in a large plastic bin on this metal rack.

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## Serving

Hospitality is about relationships, not just food. Even if coffee is self-serve, ideally we would like 2 individuals positioned behind the hospitality table:

- from 9:45 until the start of the service
- when/if the congregation is invited to get coffee during the service
- after the service until it is time to take down the table (typically 10-15 minutes after the end of the service)

Servers interact with those coming to the table with a goal of both being helpful and welcoming.

## Take-down

- Hopefully no food items will be left, but if so, they can be packaged up for a volunteer to take home.
- Throw all trash in the trash bin by the door.
- Wipe down or as needed wash any implements used (tongs, trays, pitchers, coffee catch trays)\*
- If table cloth is soiled, take it home to launder it; return it the following week, or give it to another member of the hospitality team to do so.
- Store all supplies in the large plastic bin.
- Return the plastic bin to the Hospitality cart and leave the cart outside of ATN's main storage closet.

*\*Note: A separate cleanup crew will have taken the coffee pots and cups to clean them in the kitchen. They will return and store them. Coffee cups may also be taken home by one of these individuals to be cleaned.*

A member of ATN's Shopper team will check in with you to see what supplies might be needed for the upcoming Sunday.