

Pot Luck set-up list

1. Place tablecloths on tables.
2. Place challah, juice, and/or wine at each table
3. Place table decorations on each table(if applicable)
4. Set-up coffee and tea station
5. Set out Shabbat Candlesticks and Kiddush Cup with wine
6. Set up hand washing station if needed
7. Set out paper goods and plastic ware if being used

Pot Luck break-down list

1. Remove all decorations (if applicable)
2. Clean up coffee and tea station
3. Put back candlesticks and Kiddush Cup
4. Put away hand washing accessories
5. Remove all tablecloths
6. Put away all unused paper goods and plastic ware
7. If your group is able to, please stack the chairs

Clean up list for the kitchen

1. Wash, dry, and put away all dishes
2. Wipe down all counter tops
3. Wipe up all spills
4. Put all paper goods , plastic ware away and all Temple serving ware, trays etc.
5. Empty all liquid from containers
6. All leftover food must go home or be thrown out
7. Make sure all electronic and cooking devices are turned off
8. Sweep the kitchen floor
9. Empty Garbage from container ,replace liner and place in receptacle off back porch

Clean up list for the addition

1. Empty all garbage cans and place garbage in receptacle off back porch
2. Replace can liners found in the bottom of the cans
3. Wipe up all spills
4. Sweep the addition floor (including the hallway)
5. Close all windows and doors
6. Turn off all lights

Please remember no food can be left at the Temple!