

# Hospitality Ministry Checklist

(See full guidelines for details)

## 5 PM

### *Before Hospitality*

- Prepare the table (cups, napkins, cookies)
- Prepare drinks (juice and water)
- Check the coffee cart and refill it if necessary
- Turn on the lights to Seton Hall and the hallway

### *During Hospitality*

- Use gloves to hand out cookies
- Invite people to make a cup of coffee with the Keurig if they want
- Be welcoming and talk to people

### *After Hospitality*

- Wipe tables and counters
- Vacuum crumbs off the floor
- Store extra juice in the fridge
- Confirm there's enough supplies for Sunday
- Check the garbage cans aren't too full
- Set out towels and rags to dry
- Rinse dirty mugs and place in the sink
- Return your nametags
- Turn off Keurig
- Turn off the lights

## 8:30 AM

### *Before Hospitality*

- Prepare the table (water and coffee cups, napkins, creamer)
- Prepare drinks (coffee, juice, and water)
- Check the garbage cans are ready
- Turn on the lights to Seton Hall
- Turn on the sanitizer
- Put away the coffee cart

### *During Hospitality*

- Use gloves to hand out donuts
- Serve coffee, water, and juice
- Be welcoming and talk to people

### *After Hospitality*

- Wipe tables and counters
- Wipe chairs as needed
- Vacuum crumbs off the floor
- Take out inside parts of coffee pots and wash them
- Wash the dishes (run the sanitizer)
- Empty the sanitizer
- Rinse the gray tubs and buckets
- Store extra juice in the fridge
- Check that the bathrooms are clean
- Check the garbage cans aren't too full
- Set out towels and rags to dry
- Return your nametags

## 11 AM

### *Before Hospitality*

- Prepare the table (water and coffee cups, napkins, creamer)
- Prepare drinks (coffee, juice, and water)
- Check if need to add cookies
- Check if there's enough coffee and juice
- Double check the garbage cans
- Turn on the lights to Seton Hall

### *During Hospitality*

- Use gloves to hand out donuts
- Serve coffee, water, and juice
- Be welcoming and talk to people

### *After Hospitality*

- Wipe tables and counters
- Wipe chairs as needed
- Vacuum crumbs off the floor
- Wash the dishes (run sanitizer)
- Empty the sanitizer
- Wash juice containers and coffee pots
- Empty the garbage cans in Seton Hall, kitchen, and bathrooms
- Rinse the gray tubs and buckets
- Set out towels and rags to dry
- Return your nametags
- Turn off the sanitizer
- Turn off the lights