



Kitchen Manager / Church Host  
Ministry Leader: Stephen Lewis

Report for the Month of: \_\_\_\_\_

Supplies	Check If Needed	Tasks	Check When Completed
Cups	<input type="checkbox"/>	Clean and Disinfect Countertops	<input type="checkbox"/>
Napkins	<input type="checkbox"/>	Load Dishes in Dishwasher	<input type="checkbox"/>
Paper Towels	<input type="checkbox"/>	Sweep Floor	<input type="checkbox"/>
Plates	<input type="checkbox"/>	Take Out Trash	<input type="checkbox"/>
Utensils	<input type="checkbox"/>	Wash: Cabinets	<input type="checkbox"/>
Coffee Creamer	<input type="checkbox"/>	Fridge	<input type="checkbox"/>
Decaf Coffee	<input type="checkbox"/>	Microwave (Inside & Outside)	<input type="checkbox"/>
Regular Coffee	<input type="checkbox"/>	Oven	<input type="checkbox"/>
Splenda	<input type="checkbox"/>	Range Hood	<input type="checkbox"/>
Sugar	<input type="checkbox"/>	Sinks	<input type="checkbox"/>
Tea Bags	<input type="checkbox"/>	Stovetop	<input type="checkbox"/>
Pepper	<input type="checkbox"/>		<input type="checkbox"/>
Salt	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

Upcoming Events	Goals / Comments

Volunteers needed:  Yes  No - If yes, how many \_\_\_\_\_ - Needed for (Date(s)): \_\_\_\_\_

**By the 3<sup>rd</sup> Sunday of the month**, please submit paper forms to Ryan Babin, email electronic forms to [ryan\\_babin@hotmail.com](mailto:ryan_babin@hotmail.com), or fill out the online form located on our website.