

Kitchen Manager / Church Host

Ministry Leader: Stephen Lewis

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

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

|  |  |
| --- | --- |
| Upcoming Events | Goals / Comments |
|  |  |
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Volunteers needed:  Yes  No - If yes, how many \_\_\_\_\_\_\_ - Needed for (Date(s)): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***By the 3rd Sunday of the month***, please submit paper forms to Ryan Babin, email electronic forms to ryan\_babin@hotmail.com, or fill out the online form located on our website.