

Revised Coffee Corner Procedures

- ❖ Jerry Craig will make all of the coffee needed before and after the service.
- ❖ Please bring the cookies, breads, cupcakes, donut holes etc. to the coffee corner. Since we are a “nut free” facility, none may contain nuts.
- ❖ Using the plastic gloves on the counter, please place the cookies, breads, cupcakes, donut holes etc. on the small glass plates. Do not overfill them. You can watch and refill them as necessary.
- ❖ After the service ends, please leave the cookies etc. out for 20 minutes. After that time you may then remove them except for one plate. Please leave the unwashed plates on the counter.
- ❖ Any cookies removed from the plates must be taken home.
- ❖ Any unplated cookies can be brought back the next week.
- ❖ Jerry Craig will empty and rinse out all coffee pots, wash and dry the plates and put away everything used that day.