Encore Café Daily Checklist

Marion Lowe Park

(Complete daily and turn in with daily meal rosters)

Date: Signature:

* Bring out salad bar from storage room and set up, ensuring wheels are locked
* Put out hostess and dining site signage
* Place table cover on 8ft table used for registration by activity room
* Bring out contribution box table from store room and place next to reg. table
* Contribution box is brought from storage and placed on appropriate table
* Turn on hot line if HY-VEE has not done this already
* HY-VEE catering slip with temperatures signed by staff
* Tables are set with coffee/beverage cups, condiments, and placemat
* Water pitchers are filled with ice, water, and lemon slices and placed on tables
* Coffee is brewed (2-3 carafes to start)
* Daily reservation list and reservation form for other days are set on reg. table
* Blank intake forms are available for new participants
* Menus, activity calendar, etc. available at registration table
* All guests are welcomed and new participants are given a consumer intake
* Daily announcements are given around 12:00p as needed
* Plates, etc. cleared from diners as they finish
* Tables are sanitized after meal
* Floors are swept
* All trash taken out and trash bags replaced
* All service items and cart are placed in storage room
* All counters are wiped, cleaned, and sanitized
* Salad bar is wiped and put away (Thursday afternoon)
* All signage, contribution box, and small table put in storage room
* Contributions counted by staff and verified by volunteer
* Deposit slip completed and initialed by staff and volunteer
* Cash Bag counted, verified $100 and signed by staff and volunteer
* Site tracking form completed for the day
* Deposit brought to Marion US Bank (asking for any bags left from previous day
* Number of meals served that day and number of reservations for following day confirmed with Jason at HY-VEE

Encore Café Daily Checklist

Marion Public Library

(Complete daily and turn in with daily meal rosters)

Date: Signature:

* Put out hostess and dining site signage
* Bring out contribution box table from store room and place by trash cans
* Bring out small table for trays and trays
* Contribution box is brought from storage and placed on appropriate table
* Turn on hot line if HY-VEE has not done this already
* HY-VEE catering slip with temperatures signed by staff
* Tables are set with coffee/beverage cups, condiments, and placemat
* Water pitchers are filled with ice, water, and lemon slices and placed on tables
* Coffee is brewed (2-3 carafes to start)
* Large trash can is taken from janitor closet (Info desk has key)
* Daily reservation list and reservation form for other days are set on reg. table
* Blank intake forms are available for new participants
* Menus, activity calendar, etc. available at registration table
* All guests are welcomed and new participants are given a consumer intake
* Daily announcements are given around 12:00p as needed
* Plates, etc. cleared from diners as they finish
* Tables are sanitized after meal
* Floors are swept
* All service items are placed in storage room
* All counters are wiped, cleaned, and sanitized
* All signage, contribution box, and small table put in storage room
* Contributions counted by staff and verified by volunteer
* Deposit slip completed and initialed by staff and volunteer
* Cash Bag counted, verified $100 and signed by staff and volunteer
* Site tracking form completed for the day
* Deposit brought to Marion US Bank (asking for any bags left from previous day
* Number of meals served that day and number of reservations for following day confirmed with Jason at HY-VEE