

APYC
PROCEDURES FOR POTLUCK
2017

Tables:

- Tables should be already set. More tables are available in the store room by the TV. Check to make sure tables are clean.

AC/Heater:

- Turn up or down thermostat as needed. Set to 80 degrees for A/C Or 60 degrees for heat when leaving club.

Paper Goods:

- All paper goods are supplied by APYC and are available in the upper kitchen cabinets to the left of the stove or storage room.
- Put out silverware holder. Re-fill if needed. Additional silverware is available in lower cabinets to the left of stove.

Bar:

- Bar is kept stocked. Liquor is left out on bar.
- Wine is in refrig. Put out white and red wines. Keep wine chilled using red bucket or large galvanize bucket for larger groups. Fill bucket with ice. If you are not sure what guest will want to drink, wait to open wines until guests arrive.
- Fill little red ice chest with ice. Place on liquor bar for drinks.
- Put out large cups for drinks and small clear cups for wine. Additional cups are in lower bar cabinets. Extra cups in pantry.
- Mixers are located below the bar.
- Extra wine is in the upper cabinet at end of kitchen & Pinot Grigio is in the cabinet below liquor bar. Extra liquor is under cabinet of liquor bar & in the office.

Food:

- Food tables are already set-up. Place food on tables as it is brought. Use oven/stove to heat food is needed.
- Check the pantry and refrigerator for items (condiments) you need.

Money:

- Use the labeled jars for Dinner, Display a simple sign so people know the cost of the meal. \$5.00 for potluck. Place at the start of the serving line before guests pick up plates.

- Use the labeled Liquor, Wine, and Beer containers so members can easily pay for drinks. One jar on liquor bar and one on beer cooler.

At the end of the event:

Count Money:

- Keep bar and food money separate.
- Record the amounts on the small notebook in drawer to the right of beer cooler. Also record the number of people.
- Place money in envelopes located in same drawer.
- Write information on envelope:
 - Potluck and Date
 - Number of People
 - Amount collected from food.
 - Amount collected from bar.
- Money goes in office in safe.
- Office key is located in lock box in kitchen. Located on the upper cabinet door next to ovens. Use code to open.
- Safe is located in office on the floor, black and grey box.
Tricky to open: You turn key, push down on lid above key & pull up.

Clean up:

- Clean the kitchen, tables, and buffet table.
- Empty all trash cans and take to the dumpster.
- Replace all trash bags. Bags are located in the pantry.
- Turn off all lights (bathroom, store room, pantry) and ceiling fans.

Lock all doors and Gates

- Lock the doors to the Clubhouse and the gates.
- Make sure that the side door is locked.

AC/Heater:

- Set to 80 degrees for A/C Or 60 degrees for heat when leaving club.

Additional procedures are posted on kitchen counter by ice maker.

If you have any suggested changes/additions to this procedure, please contact Debra Heinsohn at 512-757-2659 or db05@txstate.edu. Thanks.

Revised by Debra Heinsohn
April 9, 2017