

# CARITAS Starting Up...

- Unlock both doors
- Turn on all the lights
- Turn the temperature down on the thermostat, so the AC will turn on
- Empty ice machine and refill the water
- Prepare Drinks (Ice in machine and freezer and drinks are prepared in the refrigerator)
- Prepare Snacks (In overhead cabinet and/or refrigerator)
- Do not allow guests inside the building until CARITAS staff arrives
- Once guests arrive, offer beverage, snacks, TV, Games, etc.
- Be a gracious host

Thank you for your service!