


CARITAS Wrap up...

- Ask guests to put away chairs
- Sign into volunteer log with volunteer names, number of guests served and what was served
- Clean up snack table 
- Mop up any spills
- Make drinks for the next day
- Clean restrooms (Bleach and gloves in storage closet)
- Make sure there is enough toilet paper and paper towels in each bathroom
- Empty trash (Main trash and each bathroom trash can) and take it out to the SuperCan
- Push the thermostat temperature to the right to get the AC to cut off
- Turn all the lights off
- Lock both doors
- Put the keys back in the Lockbox
- Close gate at Pine Street and the gate at the alley

Thank you for your service!