

BUDDHIST CHURCH OF OAKLAND

Specific Details for Service Team Tasks

Task: Refreshments for after Shotsuki Service

Shotsuki Services take place once a month, usually the first Sunday of the month. Family members who attend the service sometimes bring refreshments to be shared after the service. These will be left on the table in the kitchen before the service. You do not have to supply any refreshments.

All necessary supplies are in the kitchen.

Two people are sufficient to do this task.

Preparation

Set up 3 of the rollable, foldable tables. Occasionally more may be needed.

Place on a small tray (located in the closet) approximately 30 small plates, napkins, chopsticks and possibly forks. This tray should be placed on the same counter as the coffee pot.

Note: If supplies are depleted, more are available in the downstairs storeroom.

Prepare 3-4 teapots with one teabag in each pot. Set water heater to 10.

Place 6-8 cups on the center of each table.

For immediately after the service

Have all refreshments placed on the counter for self-service.

Place the prepared teapots at each table.

Note: Please prepare and cover a plate for Sensei in case he is delayed coming downstairs from the service and inform him as to where it is.

Clean-Up

Put all leftovers into containers for distribution. No food should be left in the kitchen.

Baggies are in the left drawer under the rolling window. Clamshell containers are in an upper cabinet with the plates or in the downstairs supply room. Larger bags are in the closet.

Wipe tables clean.

Put away chairs and tables. If there is to be line-dancing on the following Monday, one table and some chairs may be left for them to use.

Wash and put away teapots and any plates, platters that were used.

Note: People will usually stay and help with this so it should not take very long.

If there is a morning activity such as a Jr. YBA breakfast, request that they leave some chairs and tables for Shotsuki refreshments. If there is a fundraising luncheon, the Shotsuki

refreshments might have to be served upstairs, if there are any. Often when there is a fundraising lunch event, those who attended the Shotsuki Service will support the fundraising and have lunch with everyone else and do not bring refreshments for Shotsuki. If there is lunch free to everyone, they stay downstairs and any food brought by them can be shared by everyone.

Any questions can be directed to Carol Thunen c.thunen@comcast.net