

TLG Service Position Description
Coffee Maker

Qualifications: 24 hours of Sobriety

1. Show up 30 minutes before the meeting.
2. Brew coffee.
3. Set out: creamer, sugar, sweetener, tea & stir sticks, cups and lids, paper towels, and treat basket.
4. Watch coffee, if empty before the meeting starts make 1 additional pot. Turn off burners not in use.
5. After the meeting is over, put away all supplies into plastic container and store in cabinet.
6. Rinse out pots and wipe down the counters.
7. Take all garbage from both garbage containers out after the meeting.

Name:

Day of the week:

Through what date:

Name of the chairperson:

Chairpersons phone number: