

Front of House Culinary Team – Volunteer Checklist

Event: _____ Date: _____ Lead: _____

Food Serving Tables

Pre-Event Setup

- Confirm guest count
- Confirm room location with Aedryan
- Confirm number of tables
- Set up tables (typically 2 eight-foot)
- Dress tables
- Chafing dishes/bowls
- Food trays
- Serving utensils
- Plates
- Cutlery
- Napkins
- Bread baskets
- Food labels (if needed)

During Service

- Apron worn (if not self-serve)
- Gloves worn (if not self-serve)
- Area clean & stocked
- Monitor food levels

Post-Service

- Clear tables
- Return tables to Resource Centre
- Return used items to kitchen
- Pack/store leftover food
- Assist with dishes (if needed)

Beverage Station

Setup

- Confirm room location
- Set up 2 six-foot tables
- Dress tables
- Transport supplies
- Tea (caf/decaf)
- Coffee dispenser
- Hot water
- Decaf dispenser
- Stir sticks
- Sugar & stevia
- Juice (if applicable)
- Creamer over ice
- Extension cord (if needed)

Tear Down

- Dismantle station
- Return tables
- Return unused supplies
- Return brewers/equipment
- Return creamer to fridge

End-of-Event Cleanup

Kitchen

- Wash dishes
- Dry dishes
- Put dishes away
- Wipe counters
- Clean spills
- Garbage emptied (if needed)

Event Room

Wipe tables Sweep floors Mop (if needed) Check under tables

Linens

Remove tablecloths Return dirty linens (confirm with Aedryan)

Final Walk-Through

Tables returned Equipment returned Food stored Floors clean Garbage handled
 Lights off

Volunteer Name: _____ Signature: _____