

## Marina Cove for SOUP

Each week one member will be allocated to be the "host".

The host arrives early, drives or walks round the units to the back entrance, just below t h e meeting room. The door in should be open. Take the lift up and then....

- Open the front door.
- Turn on the lights and heater,
- Put glasses out on the near table
- Start to arrange the room to form a circle, disrupting as few tables as possible
- Turn on the oven at 8pm for food warming.
- Put out plates and cutlery.

At t h e end

- All plates and glasses should be rinsed and loaded into the dishwasher and the washer set

Going on departure.

- Ensure that all rubbish has been removed.
- Clear up any mess on the floor.
- Tables and chairs must be put back as they were.
- Turn off all lights, other than the outside lights, which must be left on.
- Ensure that both the downstairs door and the upstairs door are locked.