

House of Norway Hosting Guidelines  
The current schedule is posted on line at:  
<https://www.houseofnorway.org/membership>

If you are a new at hosting, a seasoned host will “train” you on your first day.

**\*\*If for any reason you are unable to host on your date please look at the schedule and see if you can either trade a date with someone or find a replacement. We have over 100 days to schedule 2 people each day, so in the event that you cannot make it please be pro-active and try to cover yourself. Thank you!**

Hours to be open: We have permanent hours of 11:00am to 4pm.

### **Before You Arrive:**

◆ Contact your serving partner listed on the schedule to discuss what time to meet there. The waffle ingredients are at the house along with the recipe. Sometimes there are dry ingredient packets to use, then you just add the wet together, but if not, the flour is kept in the freezer on the floor. You can use your own recipe if you prefer.

Some people make the batter at home so it’s ready when they get there.

◆ on Saturdays you can thaw and prepare the frozen lefse usually kept in the freezer. (Lefse preparation instructions are posted in the kitchen) or you can give out cookies, but we highly recommend lefse or making waffles over serving cookies.

### **Upon Arrival:**

◆ Arrive as early as you need, to be ready when you open the door to the public.

◆ The back door lock box code will be given out prior to your hosting date. (Building number on the back door is #661).

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### **Set Up/Preparation:**

◆ You can choose to put out the furniture and umbrella in the front patio.

◆ The keys to open the other windows and doors are hanging inside the cabinet door by the coffee in the kitchen. (Be sure all of the doors

and windows are locked and secure when you leave and the back door key is in the lock box.)

- ◆ You must tie hair back OR wear a hair net or hat, unless you have very short hair.
- ◆ Aprons are hanging in the bathroom.
- ◆ Turn on waffle irons if you are serving waffles.
- ◆ Make coffee (one pot of regular seems to be all that is consumed in the summer.) If you transfer the coffee to one of the insulated containers it will stay hot most of the day. Set out coffee cups. Add more sugar/cream packets to the display if needed. Sugar is kept in the fridge.
- ◆ Make lemonade and add ice. Set out lemonade cups.
- ◆ Fill squirt tubes, some with sour cream and some with jam. (Doesn't matter what kind – what ever is there, usually kept above the bulletin board.) Keep extras in the fridge. In summertime or on a hot day, keep the sour cream tube turned upside down in a bowl with ice sealed in a plastic bag so it will keep the water away from the tip and keep the dairy product cool.
- ◆ Put a cloth over the serving table. (You will find them in the drawer in the stand by the back door.) Set out the donation container and sign.
- ◆ Make sure you wash your hands thoroughly before handling any food and only use paper towels to dry them-not dish towels.
- ◆ Plastic gloves are used when preparing food (like buttering bread or lefse) utensils should be used to hand out food.

If haven't taken the San Diego County food handlers course you can take it on line at: <http://www.statefoodsafety.com> for \$13.00 or ask Eugenie when is her next free class? (619) 895-3901

[eugenieking@gmail.com](mailto:eugenieking@gmail.com)

We are required to have at least one person with a food handler card at all times while serving food.
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### **Waffle info:**

- ◆ Cook waffles, cut them, arrange on platter- usually one person does the cooking and the other serves the waffles. You can trade positions whenever.

- ◆ The front door is required to be opened on time. Please put the Norwegian flag in the pole holder on the wall outside the front. (The door needs to be closed or the chain across until open time and at 4pm.)
  - ◆ Serve waffles on napkins. Never let the visitors help themselves.
  - ◆ **Be friendly! Have fun! Meet new people! We get more donations and potential new members when there are smiles and visitors are encouraged to come in and look around and try the waffles☺**
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## Closing

- ◆ All garbage needs to be kept separate –recycling and trash. The trash needs to be put in the appropriate dumpsters located behind our building to the left. They are marked trash or recycle.
- ◆ New trash bags go into the waste baskets.
- ◆ Coffee makers turned off, emptied and rinsed.
- ◆ All dishes washed and put away.
- ◆ Floor swept.
- ◆ Wash your hand towels and hang them to dry or take them home to launder and bring them back next time you are there.
- ◆ Flag comes in.
- ◆ Windows and doors locked. (Make sure key is in lock box.)
- ◆ Make a note for any items that need replacing or call Maury or Anne-Lise (numbers on bulletin board).
- ◆ Count the donation money and keep it, but write a check for the total amount (envelopes are in the cabinet by the floor freezer) or take home and address your envelope to: Ashild Peters 4583 Huggins Street, San Diego, CA 92122 and mail a check for the amount of cash taken in. Or you can use PayPal to send the money. Select “friend” option.  
Treasurer.houseofnorway@hotmail.com
- ◆ Turn out lights.
- ◆ Make a last minute check that everything is in order-pull on the front door to make sure it’s locked☺.

***Thank-you for making it  
possible to stay open!!  
Jeanne’s number is: 619-750-1516***