

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 if you can to confirm they are on for the time they signed up. 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. We are looking into new recipe's that are more cost efficient. If you have suggestions- please share!
Some people make the batter at home so it's ready when they get there.

◆ We are not serving Lefse anymore on the weekends. We found that waffles are the best offering right now. If you run out there are cookies to serve. Please put them on a tray like you would the lefse or waffles. It looks better than out of the box.

Upon Arrival:

◆ Arrive as early as you need, to be ready when you open the door to the public, 10:30a is suggested.

◆The back door lock box code will be given out prior to your hosting date. (Building number on the back door is #661). ***PLEASE be sure to move the numbers off of the code to re lock the box after retrieving the key!***

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 (including the bathroom window) and check off the closing list that is on the bulleting board. When you leave make sure the back door key is in the lock box and the door is tightly closed.

◆You must tie hair back OR wear a hair net or hat, unless you have very short hair.

◆Aprons are hanging in the bathroom.

◆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

We are required to have at least one person with a food handler card at all times while serving food.

Waffle info:

◆ Plug in waffle irons.

◆ 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 when we are closed.)

◆ Serve waffles on napkins using tongs. 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☺

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 by the park club. They are marked trash or recycle.

◆ New trash bags go into the waste baskets (including restroom).

◆ 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.
- ◆ Bring in the flag.
- ◆ 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: Maury Lee, 67 D. Street, Chula Vista, CA 91910 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***