

## Donut Stand Opening Checklist

1. Get the key from Debbie on the third floor.
2. Move table(s) and chairs from the lounge to the Atrium. Set up in front of the Advanced Maneuvering Re-entry Vehicle.
3. Start brewing coffee (and making hot water in older coffee maker)
  - Fill container with water
  - Place metal rod, with fat end down, into the water
  - Place basket on top of the rod
  - Put the filter into the basket and add coffee grounds
  - Plug in and wait for the light to turn orange before serving
4. Push the Fridge with the cash register to the atrium and plug in the fridge.
5. Get any fresh donuts/bagels from the kitchen and bring out the day old stuff from the office.
6. Bring out napkins, stir straws, forks, knives, Styrofoam cups, sugar and creamer.
7. Bring out bagel slicer, chips and candy.
8. Bring out the donut stand sign and place in front of the table.
9. Bring out a t-shirt or sweatshirt to display (on a chair).
10. Give the key to the next worker.