

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

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

***If for any reason you are unable to host on your date, please delete your name from the sign-up web site and let me know ASAP!
If possible, please try to find someone to replace 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 refrigerator. You can use your own recipe if you prefer. We are looking into new recipes that are more cost effective. If you have suggestions- please share!

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

◆ If you run out of waffles, there are usually cookies in the cupboards to serve. Please put them on a tray like you would the waffles. It looks better than out of a box or can.

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 scramble the numbers on the lock the box after opening the door!*

Set Up/Preparation:

- ◆ You can choose to put out the furniture and umbrella in the front patio. Please don't forget to bring them back in at close.
- ◆ The keys to open the other windows and doors are hanging inside the cabinet door by the coffee in the kitchen. They are labeled with a blue tab. The others are for the display cases and instruments.
- ◆ The front door is required to be opened on time. (The door needs to be closed or use the chain/closed sign across the door well until opening time and at 4pm when we are closed.) Please put the Norwegian flag in the pole holder on the wall outside the front. You can also put out the Sami flag using a stand. Remember to bring them in before closing!
- ◆ You must tie hair back OR wear a hair net or hat unless you have very short hair.
- ◆ Aprons are hanging in the kitchen.
- ◆ 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. Fill the creamer and sugar dispensers if needed. Sugar is kept in the fridge.
- ◆ Make lemonade and add ice. Set out lemonade cups.
- ◆ Use the (double bowls with ice in the lower portion) for toppings-(try to be conservative with the amount of toppings on each waffle- (Doesn't matter what kind of jam – whatever is there is there in a cupboard.)
- ◆ 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.

Closing

There is a check list for closing in the kitchen you can use that says:

- ◆ 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. The code to unlock the dumpsters is on the bulletin board.
- ◆ New trash bags go into the waste baskets (including restroom). Coffee maker 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(s).
- ◆ Lock all windows and doors.
- ◆ Make a note for any items that need replacing.
- ◆ Count the donation money and keep it, but write a check for the total amount or take it home and address your envelope to: Maury Lee, 67 D. Street, Chula Vista, CA 91910 and mail a check for the cash taken in. Or you can use PayPal to send the money. Treasurer.houseofnorway@hotmail.com (Select “friend” option) or let Maury count and take the money if he is there when you close. You can also use the Venmo QR code to send the donations.
- ◆ Turn out lights.
- ◆ Look at the closing checklist to be sure closing procedures are completed. You don’t need to fill out the check list. It is just for reference...
*Be sure all of the doors and windows are locked (including the bathroom window) when you leave make sure the back door is pulled tight and then take the key back out of the lock box and use it to secure the deadbolt. After you put the key back in the lock box scramble the lock box numbers!

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

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.
- ◆ Serve waffles on napkins using tongs. Never let the visitors help themselves to any food or drink (except they can add their own sugar and cream to the coffee).
- ◆ **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**

Food Handlers training/certificate online link:
<https://www.statefoodsafety.com/food-handler>