

# House of Norway Hosting Guidelines 2024

**Hosting Schedule:** <https://www.houseofnorway.org/membership>

If you cannot host on the day that you're scheduled, try to find someone to replace you.

If not, please delete your name from the sign-up web site and let Jeanne Scott know ASAP (text or call 619-750-1516).

**Food Handlers' permit required!**

**Training:** Attend free HPR class (Dates will be posted as available) or complete online: <https://www.statefoodsafety.com/food-handler>

Send online certificate to AL (almogstad@gmail.com)

**House Hosting Hours:** 11AM - 4PM

**House of Norway Location:** Unit #661 in Balboa Park

**Lock Box:** Use lock code at backdoor (After opening, keep key inside lock box until closing)

**Dumpsters (behind The House) Trash Code:** located on the white board in kitchen.(or as posted in kitchen).

**Norwegian Factoids:** Located in folder under serving counter

**Membership Application:** Located on wall of cabinet by front door

Take a picture of the completed application and send it to Astrid Lunde via mail (asyridlunde123@gmail.com) or text (619-885-1519). Place the hardcopy in the blue folder under the serving counter.

\*\*New requirement from HPR is to sign in and out on the form that is on the white kitchen board.

***Thank-you for making it possible for The House to stay open!!***

## Opening - Open promptly at 11AM

Arrive at 10:30AM- sign in on the sheet on the white board in the kitchen

Turn on lights (incl. displays) If you speak Norwegian, there is a sign saying so (Norwegian speaker in house today) that is on the black chalkboard cafe sign -put it out front of the cottage. (optional)

Put out the table, chairs, umbrella and troll photo op in the front patio

Open windows / doors with master key (found inside kitchen cabinet)

Put the Norwegian flag in the pole holder on the wall outside the front

(Optional: place Sami flag into a standing pole outside by front door)

(Optional: place dog bowl outside front door)

Place children's coloring books, etc. on table with benches

Tie hair back OR wear a hair net / hat unless you have very short hair

Wash your hands thoroughly before handling any food / use paper towels to dry, **not** dish towels

Use gloves when preparing and serving food; tongs for waffles

Make coffee and Saft (directions posted inside kitchen cabinet door)

Mix waffle batter (directions on the wall above the waffle irons); use butter warmer. If you host on Saturday and have waffle batter left over you can cover with plastic wrap and put a note of the date. And refrigerate so Sunday hosts can use it. If you host on Sunday and have waffle batter left over you can cover and put in the freezer also with a note of the date. NEVER put any waffle batter down the drain. It clogs the sink drain.

Plug in waffle irons and cook at setting 5

Cool on rack, cut into hearts & place on tray w/doily inside food cover

Set out the donation jar, donation & Venmo sign on serving counter

Place small amount of jam on waffle heart upon serving on a napkin

NEVER have customers serve themselves!

Refill coffee cups, Saft Dixie cups, sugar/creamer/stirrers, and napkins as needed

***Be friendly! Have fun! Meet new people!***

**Closing - Close promptly at 4PM**

Take in furniture, umbrella, trolls, flags and dog bowls.

Empty trash (incl. bathroom). Put out new trash bags. Separate recycling from trash. Place in dumpsters.

Turn off and clean waffle irons coffee maker / coffee dispenser, mixer, counters, and white saft dispenser. NOTE: Don't use soap on the inside of the waffle irons. Wipe the insides with a wet paper towel. NEVER rinse any waffle batter down the drain sink! Will clog drain!

If any Saft is leftover, keep in white dispenser & put in fridge; it keeps.

Wash all dishes & utensils and leave to dry.

Count the donation money w/your co-host to verify. Place in envelope provided (fill out the front) & put in donation box (in the closet).

Sweep floor (or vacuum).

List any items needed in the hosting notebook (under the serving counter) and text to AL (858-603-4517) & Maury (619-395-0296).

Put dirty laundry in a plastic bag OR take home and launder yourself and bring back.

Turn off lights. Sign out on the sheet in the kitchen.

Lock all windows & doors. (There is a closing checklist in the kitchen.)

Pull backdoor tight, lock and place the key back in the lock box.  
SCRAMBLE combination!

***Thank you – Tusen takk***