

Process Template (Name the process here)

Process/Procedure Overview

- List an overview of the process here
- *As an Example...*
 - *for the “Sunday Café Prep” process*
 - *Prepare Kitchen Area*
 - *Prepare Lobby Area*
 - *Prepare the Kids food*
 - *Open Café*
 - *Clean and Close Café*

Process Steps

- List the specifics process steps in this section.
- In some cases, the “training steps” can also be included here. If the “Training” steps are very detailed or change often, consider creating a separate document and referring it here.
 - *As an Example ...*
 - *Prepare Kitchen Area*
 - *Ensure countertops and work surfaces are clean*
 - *Wipe each surface with Disinfectant*
 - *Put away all dishes from the dishwasher*
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 - *Prepare Prep Station (see “Café – How to Prepare Prep Station” training document)*
 - *Make Community Coffee Carafes (See “Café – Prepare Community Coffee” training document)*
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 - *Prepare Lobby Area*
 - *Tables should be arranged in the default Lobby Layout plan unless otherwise instructed from the Sunday Coordinator*



- *Set out Community Coffee carafes and ensure all supplies on the coffee cart are well stocked*



- *Prepare the Kids food*
 - *Prepare and distribute food to Room 1, 2, 3, and 4*
- *Open Café*
 - *Prepare Square App*
- *Clean and Close Café*
 - *Clean all dish item, dry and put away*
 - *Wipe all surfaces*