

Bringing food for Torah Study

Shopping list

- dozen bagels
- 1 tub cream cheese
- quart orange juice
- 1/2 pint whole milk for coffee

Morning preparation

Arrive at Beit Keddem at 9:30 am with key (or arrange to meet someone with key).

Paper goods are in the 2-door metal cabinet in the far corner of the third room (office). Set out the following on the long table in the center room:

- Cups for juice
- Cups for coffee
- Plates for bagels
- Napkins
- A few plastic knives

Coffee supplies are in kitchen (extra supplies are in metal cabinet). Set out the following on the long table:

- Sugar
- Sugar substitute
- Stirrers

To make coffee:

1. Ground coffee is either in the refrigerator or in vacuum packets on kitchen counter (or in box behind curtain).
2. Remove brown filter holder from electric coffee maker, add paper filter and ground coffee, and insert securely.
3. Fill glass carafe with water from sink.
4. Turn on coffee maker (red edge of switch will be visible).
5. Lift flap at top of coffee maker and pour water into the reservoir. Then place carafe on base below filter.
6. When coffee has finished dripping down, pour coffee into white thermal carafe and bring to central room.

Serving bagels:

- Serving basket with handle is in the office. There's another one hanging on hook in kitchen. Line w/paper towel.
- Serrated bread knife is in kitchen.

After Torah Study, return unused supplies to original location. If you have used up anything, let Andrea Julian know so it can be replenished.