

**ONEG**

**TIPS**

Thank you to everyone who is participating in this year's Oneg Shabbat schedule.

We have made every effort to give everyone who sent in a request their date of choice. If you find that you are unable to make your date, we ask that you please call another family to see if they can fill in or swap. Your absence from the assigned oneg will leave your team shorthanded and put an undue burden on the other hosts.

Simply call your fellow participants a couple of weeks before your Oneg to determine who will provide which items.

# **ONEG SHABBAT INSTRUCTIONS**

## **TO BE PROVIDED BY YOU:**

- Milk or cream if serving coffee and tea
- White Grape Juice for Kiddush (non alcoholic option not to be confused with red Kiddush wine)
- Other beverages of your choice like soda and juice
- Food Items like baked goods, fruit, veggies and dip, humus and pita, cheese and crackers

## **TO BE PROVIDED BY SISTERHOOD:**

- Challah
- Coffee in the fridge
- Pitchers for ice water
- Tablecloths, paper plates, coffee cups, cold cups, napkins, stirrers, utensils, tea bags, sugar & sweeteners
- Serving dishes
- Kiddush wine

## **HOW MANY PEOPLE TO PLAN FOR?**

**Plan for 30 people.**

Whether it is a regular Shabbat or a special event, plan your food for 30 people. If it is a special event, other helpers and food will be provided by whichever committee is sponsoring the event. You will be contacted.

## **HOW DO I SET UP THE TABLES?**

**Please plan to arrive at least 30 minutes prior to services to set up.**

### **PUT TABLES IN CORRECT POSITIONS AND PUT TABLECLOTHS ON THEM**

Refer to the diagram on the next page for table set up, and location of food, drinks, the challah and the Rabbi's Kiddush cup.


If there is a rectangular table against the kitchen wall (near the doorway to the kitchen), you can use that table for drinks. You do not have to move it to the back wall by the bima.

There are electrical plugs along the walls for the coffee pots and hot water pots.

Drinks

Bima

Challah and Wine for Rabbi



Food Table

Food  
Table

ENTRANCE TO SOCIAL HALL

## **AFTER TABLES ARE SET UP, DO THESE TWO TASKS:**

### **CHALLAH AND RABBI'S KIDDUSH CUP**

There are challot in the freezer. Use the one with the least recent date. There may be one defrosting out on the table. Place the challah on a challah board (found on top of microwave), and pour wine into a silver Kiddush cup (found on top of the convection oven). Cover the challah with a cloth cover found in the labeled white cabinet, or a napkin. Put the challah and cup on the head dessert table as shown in the diagram.

### **KIDDISH WINE AND JUICE**

The trays, Kiddush wine, and plastic Kiddush cups are in the lower cabinet to the left of the sink. The white grape juice is provided by you but there may be extra in the refrigerator. Please pour 20 wine and 10 white grape juice cups. Place them on the trays for serving. Adjust accordingly to the numbers of adults and children attendees that night. You should assure that there are two people to hold the trays of wine and juice as the congregants come into the social hall after services.

# **THE FOLLOWING RESOURCES ARE AVAILABLE TO YOU:**

## **SERVING PIECES**

If you need them, trays, bowls, and platters are located on the shelf over the wooden kitchen table, and in the white cabinets and drawers. All cabinets and drawers are labeled with their contents.

## **FLATWARE AND PAPER GOODS**

Tablecloths, flatware, napkins and paper goods are in the cabinets. All cabinets and drawers are labeled with their contents.

Put paper plates, napkins, and flatware on dessert tables.

**EVERY TABLE GETS A TABLECLOTH!**



# **HELPFUL TIPS ON FOOD AND DRINKS**

## **DRINKS**

You can check the refrigerators for left over soda, juice and other drinks to supplement what you have, if needed. It is best to take drinks out of fridge just before the oneg starts.

You can use the Brita container to filter cold water and use pitchers that are in the white cabinets. We may or may not have ice. Check the freezer compartment.

There are large banquet size coffee makers in base cabinets near sink and there is a smaller 12 cup coffee maker. Use decaf, found in fridge or above the sink.

There is an electric hot water pot.

Table wine is allowed as a drink option.

# **FOOD**

You can serve baked goods and other food in the containers they come in if they are appropriate to be used for serving on a dessert table.

Cake and pie servers, serving spoon, etc are in the drawers and cabinets under the microwave.

It is best to take out fruit and other perishables just before the oneg starts.

It is nice to have healthy options on the table!

# CLEAN UP AFTER ONEG

\*Wash & put away dishes, coffee pots, etc

\*Clean off counters

\*Clean social hall floor and bima of food and juice spills. Broom and Swiffer mop are in kitchen

\*Return all leftover paper goods back to the white kitchen cabinet.

\*Please recycle plastic bottles into large green can in kitchen

\*Pick up all trash in social hall and lobby. Trash bags containing food **MUST** be put into the dumpster outside the kitchen door. Extra trash bags are under sink.

# WHAT TO DO WITH LEFTOVERS

*Please take home as much of your leftover beverages and food as possible, especially if refrigerator and freezer are full.*

- \*Use perishable items with oldest non-expired dates, first.
- \*Unopened milk/creamers should be taken home.
- \*Soda and juice bottles that are 1/4 or less full should be emptied or taken home.
- \*Any loose food items that remain in TBD refrigerator/freezer should be wrapped properly for storage and put into Ziploc bags or sealed containers, (found in drawers and cabinets under microwave).
- \*Put date on food items. Markers are in drawer next to sink.
- \*Store soda in silver refrigerator and juice in white refrigerator.

## **HOW TO CLOSE UP THE BUILDING START AT FRONT LOBBY**

**\*Lock front door by pushing button on wall, to the right of doors, so that the red light goes off.**

\*Close lights in sanctuary. The bank of switches are on wall to the right of entry doors.

\*Close lights in lobby. Switches are to the right of front doors and the wall by Cynthia's desk. **The lights by the wall of windows facing the street stay on.** The switch will be marked.

\*Close lights in social hall. Switches are on the wall to the right of entry doors. **The lights along the wall on the kitchen side of the room stay on.** The switch will be marked.

\*Close light in kitchen

**\*Lock back door by exiting, waiting for the door to close, and pulling on the door handle to assure that the lock is secure and the door does not open.**

**Following these guidelines will help us maintain our building in good order.**

**Thank you for your cooperation!**