

ONEG RESPONSIBILITY GUIDELINES

Thank you very much for hosting an Oneg at Temple Shalom!
Below are a set of instructions to help guide you through this mitzvah.

Please note that if you are hosting an oneg, you are fully responsible for set up and clean up. Of course, feel free to ask anyone in attendance to help out. The oneg table should be prepared by 12:00 noon with juice (poured in cups) and at least one chalah covered. In addition to food, it needs plates, utensils, and napkins. After the oneg, the community room and kitchen need to be completely cleaned, floor swept, tables wiped, sink empty and all dishes put away...they will be used by other groups during the week.

Important: Remember to turn out the lights and to lock the Temple door on your way out. If you are not sure about how to do any of these shut down tasks, ask any Temple officer that is attending. You don't need a key to lock up!

Food & drink needed (approximates but depends upon the number of people expected):

- Juice -- 5 - 6 litres (3 bottles)
- Challahs -- 1-3
- Cookies -- 1 large package
- **Optional but encouraged** -- bagels & cream cheese, hummus, pita, crackers, cheese, vegetables and/or fruit
- **Note: dairy/parve/vegetarian only in the Temple and on Cedars grounds.**

*No peanuts or peanut containing products please, due to people in our congregation with allergies.

Also please bring the following supplies:

- dish towels -- to avoid having to return them laundered the following week
- cups, plates, utensils, napkins -- if you do not wish to have to wash the reusable ones.

Location of kitchen items:

- * bottom two shelves of the refrigerator are to be used by the temple.
- * glass plates & bowls -- 1st upper left cabinet when entering from community room
- * cutting board & trivets -- lower left cabinet
- * serving platters -- lower cabinets next to refrigerator
- * knives & utensils -- cabinet between stoves
- * table cloths -- cabinet beside stove (please wipe off plastic ones or take home & wash fabric ones when done)
- * table decorations -- bottom cupboard under sink on left when entering from community room

SET UP:

Oneg begins at about 12 noon -- start set up around 11:30 (after the school kids are done with the room)
2 large tables set up against long wall (better not to use a tablecloth, to eliminate laundering.).
Pour (20 cups) juice & put out extra empty cups.
Place sliced challah on trays.

CLEAN UP (this is *most important* to do thoroughly in this shared space):

Clean up any spills in kitchen and community room.
Sweep floor in kitchen and community room (broom is located in hall closet across from kitchen door).
Wash plastic cups, dry and **return to cupboards.**
Wash anything used and return to correct location

If you happen to leave food for the following weeks Oneg, PLEASE attach a note with a suitable throw away date (in case the food does not happen to get used)

Please feel free to personalize the Oneg for any special occasion you may be honouring. Also remember, that your expenses for hosting a Kiddush are tax-deductible charitable expenses. Save your receipts and show them to the treasurer, who will issue an official receipt during the tax season.

We very much appreciate your undertaking!