

*JEWISH CENTER OF NORTHWEST JERSEY*

**CHECK-LIST for *ONEG SHABBAT HOSTS***

Each Shabbat the **HOST COORDINATOR** makes the assignments for the purchase of food (the cost to each family should be equal), and for the setting up of the sanctuary and Simcha Room prior to services. In addition, the Coordinator will have the instructions to open and close the building, taking care of the alarm.

**All the HOSTS** should arrive by 6:45 p.m. so that everything is in order by 7:30 when the service begins. The Hosts lead the candle blessing at the beginning of the service. The Hosts will be present throughout the *Oneg* and remain for the clean-up.

**ITEMS TO BE PROVIDED**

*All food brought into the Jewish Center must be kosher (i.e. made without animal fat).*

- 5 large cakes or 24–36 cookies, mini-cupcakes, bars, or brownies
- 2 unsliced challahs
- 2 half-gallons of sugar-free juice, iced tea or lemonade
- 1 pt. half-and-half
- 1 bottle of kosher wine
- 1 large bottle of grape juice
- 1 can of decaffeinated coffee
- fresh fruit and/or other healthy choices
- 2 lemons
- additional treats (nuts, raisins, mints) may be added at your discretion
- 12 disposable tablecloths.

**SETTING UP THE SANCTUARY**

- Turn on all the lights and the stained-glass windows (all switches are to the left of the sanctuary doors).
- Illuminate the *yahrzeit* plaques on the *yahrzeit* boards.
- The list of names for this Shabbat is on the bulletin board in Rabbi's office. Leave the list on the *bima* for the Rabbi.
- Fill the glass water pitcher and glass (found in the kitchen) and place them on the rabbi's podium. If the cantor is with us, do the same for her.
- Half-fill the silver *kiddush* cup (found in the kitchen) with wine and place it together with its saucer on the *bima*.

**SETTING UP THE SIMCHA ROOM**

All paper and plastic goods and serving utensils are in the kitchen in labeled drawers and cabinets. Start exploring!!

- put tablecloths on all tables
- fill mini-cups with wine and grape juice
  - Arrange the cups on two separately marked trays. These will be served as congregants enter the Simcha room after the service

On the **servicing table**

- napkins, paper plates, plastic cutlery
- food on serving platters
- both challahs on a tray, covered with challah cloth
- four baskets, lined with napkins

On the **beverage bar**

- pitchers of cold beverages with stack of "cold cups"
- coffee urn (30 cups) with stack of "hot cups"  
Plug in urn before services so that coffee is done when *Oneg* starts
- thermal pitcher filled with hot water (boil water in the kettle on stove)
- cut-up lemons
- sugars and half-and-half
- tea bags

**CLEANING UP**

- Discard the tablecloths and all used paper and plastic
- Wash, dry, and put away any dishes and utensils
- Sweep the floor of the Simcha room  
Brooms, dustpans, and vacuum cleaner are in the furnace room (the room under the stairway)
- Sweep the kitchen (no sticky spots, please!)
- Check the restrooms to be sure that no toilet is running, and empty the paper-towel trash holders
- Replace garbage bags in kitchen cans (extra bags are under the sink)
- Take all garbage to the outside bins  
Bins are located behind the temple building under the emergency exit staircase. Use the back door of the Simcha room for access. Make certain back door is locked after you re-enter.
- Take home all leftover food. Leave nothing! Please!!*

**CLOSING UP**

- Close all doors: front door, sanctuary door, furnace-room door, and ground-floor back door
- Take in the handicapped parking cones and signs
- Turn out all the lights: downstairs, sanctuary, yahrzeit lights, stairwell, halls
- Re-set alarm and lock front door

*Thank you very much for your cooperation. It takes all of our participation to have enjoyable services, and warm and welcoming Onegs.*

*If you have any questions, please call one of the Membership chairs:  
Tracey Bauer (876-4451) or Melissa Parson (537-2947).*

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**OPENING AND CLOSING THE BUILDING**

**ALARM CODE** \_\_\_\_\_

**OPENING UP**

**The ALARM and FRONT DOOR**

1. To open the lock box the to right of the front door, first push the reset button (the bottom black button in the middle) toward the ground.
2. Push the buttons for the code slowly, making sure you hear a slight click after each number.
3. Push the top black button toward the ground and pull out the key.
4. Open the door with the key.
5. Turn off the alarm on the inside wall, using the same code that you used to open the lock box.
6. Put the key back in the lock box and close. (You will use the same procedure to lock the door and re-set the alarm.)

**TURN ON ALL THE LIGHTS IN THE HALLWAY AND STAIRWELL**

**The ELEVATOR**

1. On the sanctuary level, turn the elevator key so that it is in a horizontal position. Leave key in place.
2. Take the second key and insert it into the key slot outside on the ground level. Turn it to a horizontal position.
3. Test the elevator.

**PUT THE HANDICAPPED PARKING CONES AND SIGNS OUTSIDE**

**CLOSING UP**

**CLOSE ALL DOORS**

Sanctuary doors, furnace-room and ground-floor back doors

**The ELEVATOR**

Lock the elevator doors by removing the outside key at ground level and replacing it on the key ring indoors on the sanctuary level. Turn the inside key to the lock position (vertical).

**TURN OUT ALL THE LIGHTS**

Downstairs, sanctuary, yahrzeit lights, stairwell, halls

**The ALARM and FRONT DOOR**

Close the front door. Using the same code that you used to get in, set the alarm. Go outside and lock the door with the key from the lockbox. Turn the key to the right until it is vertical. Place the key back in the lockbox.

If anything is amiss with the lights, elevator, or anything else, report it to the House Chair, Jeff Berkowitz, at (610) 217-1662.