

Duties of the Toban Hosts

Thank you for volunteering to serve as a Toban Host. Please remember to “keep it simple”. We don’t want this to be a burden on anyone. Following is a guideline of duties:

Prior to day of Service (Likely the Previous Service)

- Check the supply of coffee/tea and sugar/creamer (located in the cabinet above stove) and the cold beverages down in the refrigerator. Purchase more if necessary.
- Purchase or make simple snacks for approximately 35 – 40 people. (For example, items like cookies, chips, fruit/veggies or pastries.
- Provide flowers for two vases on the altar.
- Check the supply of plates, napkins, cups, utensils and paper towels in the kitchen area, as well as toilet paper and paper towels in the bathrooms. Contact Karen Wood at 303-772-3361 if the supply is getting low.
- Clean the Temple: vacuum/sweep all floors, dust chairs/tables and furniture, clean bathrooms, sweep outside entry, wipe up the kitchen. Straighten the chairs.

Day of Service

- Arrive 45 minutes prior to service. Arrange to get a key if you do not have one. In winter, turn up the heat to 70 degrees. Thermostats are located by the couch in the Hondo and the basement door in the community room. Turn on lights.
- Altar: Arrange flowers in the two vases. Put sweets (cookies or Clementine oranges) on the two black lacquer stands.
- Coffee: Make one pot of regular coffee and one pot of decaf coffee. Coffee filters are in the cabinet over the stove. Measure one tablespoon coffee per cup of water. Put out sugar/creamer and stir sticks as well as hot cups.
- Tea: Put several pots of hot water on to boil, then leave them on warm. Do not put the tea leaves in until after the service has ended, since it only takes a few minutes to steep.
- Snacks: Set out the snacks on the buffet table. Distribute napkins on the tables.

- After the service has ended, get cold drinks out of the refrigerator downstairs and distribute around the tables.
- Serve hot drinks on the buffet and then circulate to refill coffee/tea during the community hour.
- Remove the sweets from the lacquer stand and the flowers from the altar. Make sure the candles are out. Divide up the flowers on the far north table of the community room and put a roll of paper towels beside them so members can wrap them up if desired.
- When everyone has vacated the Hondo, turn the thermostat down to 55 degrees. Straighten chairs, turn off the lights and close both the main doors and the door to the kitchen.
- Clean off all trash and recycle items from the tables. Return unused cold beverages to the refrigerator downstairs. Turn all basement lights off. Wipe all tables and dirty chairs. Pick up obvious crumbs/trash from the floor.
- Collect all trash (including bathrooms) in large bags and take it home to your own dumpster since there is no trash service at the temple. Replace plastic trash bags in the waste baskets.
- Return all supplies to the kitchen cabinets. Clean the coffee maker and unplug it. Dump tea leaves in the trash, wash any dishes you have used and return them to original cabinet. Be sure sink is thoroughly cleaned of food and water faucet is tightly shut off so it doesn't drip. Shut cabinet doors and lights.
- Take all perishable foods with you. If you leave any dry snacks, they must be in a tightly sealed container and clearly marked with a date.
- Bathrooms: Be sure toilets are flushed, replace paper goods if necessary. Turn off lights.
- Wipe up sinks, etc. if necessary.
- Turn thermostat in community room down to 55 degrees.

- Prior to locking the door, please double check that all thermostats are turned down, trash is removed, kitchen appliances are turned off and unplugged, appropriate doors are closed, and all lights are turned off.
- Close and lock the main door and gate tightly.

Thank you so much for your kindness and dana! If you have any questions, please contact: Harriet Bissell at 303-652-2430 or Sensei O'Dowd at 720-244-2299.