

Preparation for 8:15 liturgy

IN THE KITCHEN

- Watch for the HyVee delivery truck at the service entrance to the kitchen (7:30 – 7:45 am).
- 2 boxes of donuts are for 8:15 and 3 boxes of donuts are for 10:00.
- After donuts are delivered, receipt gets put into Joe O'Toole's mailbox in the Parish Office.
- Make lemonade. Check to see if there was any extra from wine and cheese on Saturday night. Directions are on the container. Place it in the cooler.
- Make coffee. Make one full pot of regular coffee and a half pot of decaf. Directions are found in another section of this notebook.

IN THE GYM

- Set up all luncheon tables. This is to be done with 2 adults.
- Do not use the white "peanut free" tables.
- Set up 4-5 round tables and put chairs around them (number is determined by how many chairs are available). Set up 2 white tables for the serving line. (Use tables from carts in the hallway.)
- Set up 1 white table as a beverage table. (Use table from carts in hallway.)
- Put out 2 large garbage cans (found by the loading dock door.) Can liners are in green supply tote.

SERVING LINE ORDER

- Donation basket
- Napkins
- 2 boxes of donuts
- Container of donut holes

BEVERAGE TABLE

- Cold cups
- Lemonade
- Napkins
- (coffee is served from the serving line in the kitchen)

COFFEE SERVICE

- Set up stir sticks, sugar, creamer, napkins
- Begin pouring coffee as people arrive.

SERVING

- Leave mass after communion.
- Take plastic off donuts. Take lemonade out of refrigerator and place it on the serving table
- Prepare a bucket for wiping spills/tables as needed.

CLEAN UP

- Wipe off tables with soapy water and then sanitize as per instructions in this binder
- Make sure coffee and lemonade are made for the 10:00 liturgy
- Check garbage containers and empty if needed. Bring garbage to the dumpster outside.
- Two workers count the money. Take a money bag and mark it "Donut Sunday". Add the amount collected and the two counters sign the bag. 2 people take the bag to the sacristy and put it in the drop safe, located in the closet nearest to the worship space.

Preparation for 10:00 liturgy

SET-UP

- Check-in with 8:15 crew to make sure lemonade and coffee are prepared.
- Make lemonade as needed. Directions on the can.
- Make coffee, full pot regular; full pot decaf. Directions found later in this binder.
- Double-check that all supplies in serving area are replenished.

SERVING

- Leave Mass after communion
- Put out fresh boxes of donuts and remove the plastic
- Take lemonade out of refrigerator and move to serving table
- Prepare a bucket for wiping spills/tables as needed.

CLEAN UP

- Leftover doughnuts can be bagged for families to take with them. Check with Mary Margaret regarding any other that are leftover.
- Leftover coffee can be poured down the food preparation sink.
- Follow sink filling directions found above the sinks in the dishroom.
- Coffee pots should be rinsed out, not washed in the sinks.
- Discard remaining lemonade and wash containers. Air dry on the drying rack.
- Wipe off tables and benches with soapy water and then sanitize as directed in this binder.
- Put tables and chairs away. Round tables and white tables and chairs are stored on the carts outside the gym door. Cafeteria tables are carefully placed back into the walls. This is to be done by 2 adults.
- All unused cups, napkins, coffee supplies, etc. should be returned to the supply totes. Let Mary Margaret know of supplies that will be needed for the next Donut Sunday.
- Empty the garbage barrels and take garbage bags and empty donut boxes to the dumpster outside the loading dock doors.
- Clean gym floor with dry mop located in loading dock area. If wet mopping is needed, supplies are in the custodian closet.
- Sweep and wet mop kitchen. Equipment, soap and instructions are in 'mop room' in kitchen.
- Two workers count the money. Take a money bag and mark it "Donut Sunday". Add the amount collected and the two counters sign the bag. 2 people take the bag to the sacristy and put it in the drop safe, located in the closet nearest to the worship space.
- Mary Margaret typically takes home the dirty towels for laundering. Anyone willing to volunteer for this can and is asked to return towels to the front desk in the church office the following Sunday.
- Place this Donut Sunday manual in the green tote on Donut Sunday supplies.
- Turn off all lights, close and lock all doors

CHECK-OUT LIST

- Please complete the check out list in the front pocket of this folder.
- Place checklist in Mary Margaret's mailbox in the church office (or under the church office door.)

COFFEE MAKER INSTRUCTIONS

GENERAL: Leave power on

BEFORE BREWING COFFEE

Drain any water that is left in the coffee pots

Because the machines are not used on a regular basis, the water evaporates from the holding tank and needs to be replenished. Begin by first starting the machine as though you were going to make a half pot of coffee only don't use coffee. This will bring water into the system and guarantee that water will be in the holding tank and ready to make your coffee. This needs to be done to both tanks BUT NOT AT THE SAME TIME. If any water fills into the coffee pots, drain it before beginning to brew coffee.

BREWING REGULAR COFFEE

Decide on half pot (16 cups) or full pot (32 cups)

Indicate your choice on the selector knobs

Place filter in basket

Remember to select HALF or FULL pot on selector knob

2 small packets of coffee for a half pot

4 small packets of coffee for a full pot (5 if you like a little stronger coffee)

Place coffee in basket and slide basket into coffee maker

Make sure the coffee pot is in place, and hit the start button

Turn on the warming switch

Coffee will be ready in 5-6 minutes.

BREWING DECAF COFFEE

Follow the same guide as above, but use decaf packets

2 small packets for half pot

4 small packets or one large packet for full pot

KEEPING COFFEE WARM

Pots can be kept warm in the maker, by turning on the warmer

Pots can also be kept warm with the separate warmer unit found on top of the large coffee maker. If you take to another room, make sure your return to kitchen

CLEAN UP

Empty all used coffee grounds in the trash

Do not wash down the drain

Wash coffee baskets and return to machine

Drain all leftover coffee. Do not leave any coffee in the pots

Wash pots and return to coffee maker

Make sure warming switch is turned off

After clean pots are returned to the maker, run half pot with just hot water.

Leave this water in the pot.

HOT WATER

Hot water is available from the center spigot, or by running a coffee cycle without coffee/filter in the basket

If you have questions or problems, please contact Mary Margaret in the church office (280-0638)