

Saturday Wine and Cheese Duties

Start around 3:45 p.m. in the Commons

Food preparation: Wash hands. Wear plastic disposable gloves when handling food.

Make lemonade first.

Find plastic beverage server with spout on top shelf of school kitchen rack.

Mix lemonade according to directions to make 2 gals.

Taste. Cover. Refrigerate in school kitchen.

Slice cheese wearing plastic gloves. Use 4-1/2 to 5 pounds of assorted cheese and arrange on 3-4 trays. Cover with plastic wrap and refrigerate in school kitchen.

Room set up:

Set up 2 long tables for serving food near entrance to Commons and 1 long table for beverages near wall.

Set up 6-7 round tables with 7-8 chairs at each table if space is available. Wipe off tables.

Allow room for a walkway and do not block exits or fire doors.

Have a garbage can with a plastic trash bag liner at each end of room.

Serving tables:

Place tablecloths, napkins, small plates, and donation basket at end of table so two lines can form.

Wearing plastic gloves, place 3 (8 oz) boxes of assorted crackers in 3 napkin-lined baskets and 1 bag of

Goldfish crackers in a plastic bowl on serving table and cover with plastic wrap.

Place red wine, cups, tongs, plastic forks, and serving utensils as needed on serving tables.

We usually serve about 40-50 people, but have supplies for 75 people available.

Serving after mass:

Helpers leave church before last song.

Get wine, lemonade, and cheese from refrigerator and place on serving tables.

Pour about 3 glasses each of lemonade and wine to start and continue as needed (only adults pour wine.)

A 9 oz plastic glass is poured about half full of wine.

Clean up: (after guests leave)

Cover and refrigerate extra cheese in church office kitchen. List cheese as food to share on refrigerator door.

Make more lemonade so 4 gal. is available for Donut Sunday, cover, date, and refrigerate in school kitchen.

Place extra cracker snacks in plastic storage bags and leave in office kitchen.

Two unrelated people put donation money in plastic bag, mark bag for Sat. wine and cheese, date and sign bag before putting in the safe.

Wash serving utensils, trays, and bowls in church office kitchen.

Wipe off tables.

Take down long serving tables, extra round tables, and extra chairs that were set up (leave 3 round tables and chairs).

Sweep floor.

Empty garbage cans and replace trash bags.

Take out garbage.

Turn off lights.

Lock outside doors if last to leave.

Usually done around 6:30-7 p.m.

Thanks for your help!

(Revised Nov. 2008)