

Date: \_\_\_/\_\_\_/\_\_\_ 8:30 Host: \_\_\_\_\_ 10:30 Host \_\_\_\_\_



## Holy Family Parish Instructions for Sunday Coffee & Donuts

Tim Dieringer (971-570-9013) will unlock the doors in the morning & set the locks so they will relock when they are closed at the end of the day.

**8:30 Hosts**, please arrive by 7:30am. **10:30 Hosts**, please check in with 8:30 Hosts between 9:45—10:00 to set-up for 10:30 Mass. Sign the kitchen donut log book.

1. **Disinfect all counter tops.** Use white bucket found near sink. Mix 2 gallons water with 1 ½ capfuls bleach. Use clean towels on shelf for wiping. Extra towels are in red bucket.
2. **Start coffee by 8:20 a.m. (It takes about 40 mins. to completely brew).**
  - **Use the large pot for regular coffee. Plug in on SOUTH wall.**
    - Coffee is found in freezer in a green tub.
    - Measure approx. 5 cups coffee for 40 cups of water.
  - **Use hot pot for decaffeinated coffee. Brew in kitchen**
    - Decaf Coffee is found in freezer in a white tub.
    - Measure 1 cup decaf coffee per pot. (One pot per Mass)
  - **Use hot pot for tea & hot chocolate water. Brew in kitchen**
3. **Juice is located in the second refrigerator on the first shelf.**
  - Line up juice glasses on the small brown trays.
  - Fill glasses one-half full.
  - Use about 4 trays of juice for the 8:30 Mass.
  - Use about 6 trays of juice for the 10:30 Mass.
  - Refresh as needed.
  - Please also set out 2 pitchers of ice water (ice is in white freezer) along with 2 trays of glasses.**
4. **Mix donuts on trays. Set out 1/3rd for 8:30 crowd and 2/3rds for 10:30 crowd.**
  - Cut large donuts (maple bars and fritters) in half, cut bagels in half 2x.
  - Put out cream cheese (located in fridge) and knives for bagels.
5. **Set out these items found in pantry on coffee & donuts shelf**
  - Coffee cups
  - Napkins
  - Condiments—set out 2 trays of creamer, sugar, sweeteners, stir sticks & small pitchers of milk for coffee & tea.
  - Tea & hot chocolate packages – place by the hot pot of water.
  - Donation Basket -- for donations to cover costs – PLACE ON DONUT TABLE!**
6. **After 8:30 Mass turn on dishwasher. It takes about 10 minutes for it to warm up. Follow the directions posted. The dishwasher has an automatic soap dispenser. Do not add soap or bleach or it will harm the machine!**

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7. **PLEASE WASH AND RINSE DISHES THOROUGHLY! WARNING! FOOD DEBRIS WILL DAMAGE MACHINE!**
  - THOROUGHLY rinse all cups/dishes and place them in dishwashing trays.
  - Slide trays into dishwasher and close door. Push wash button.
  - After about 3 min. when ready light goes on, pull clean dishes from washer and air dry on counter racks.
  - Place clean cups & glasses on trays to be used for 10:30 Mass
8. **SECURE donations by counting money, writing total donated on Donut invoice, seal in plastic bag and place in brown paper bag in small file cabinet in pantry.**
9. **Clean tables after 8:30 parishioners have left & put chairs in order.**
10. **10:30 CREW: Prep for your shift: Replenish juice, milk, coffee cups, donuts, etc.**
  - Drain any coffee left in big pot. Make 60 cups regular coffee.
  - Replenish hot water if necessary.
  - Make 1 hot pot of decaffeinated coffee.
11. **After 10:30 Mass, wash dishes (see #9)**
  - Put all items away—all shelves and drawers are labeled. If you cannot find where an item belongs, leave it on the butcher block table.
  - Rinse out all coffee pots.
  - Stack trays used to deliver donuts under west wall on bottom shelf.
  - Separate all recyclable items. Rinse out & smash OJ jugs & place in recycle bins.
  - Wash down all tables & counters w/bleach.
12. **BEFORE LEAVING, MAKE SURE YOU:**
  - Turn off dishwasher
  - Close fire roll window covers to kitchen & lock them.
  - Lock pantry door.
  - Make sure all refrigerator & freezer doors are TIGHTLY shut.**
  - Lock kitchen doors & turn out all lights.
  - Make sure all doors are locked: top of stairs near school parking lot, door facing church, & back door by trash cans.
  - Total money, write down on same donut invoice as 8:30 shift (2-drawer file cabinet in pantry), re-seal bag and drop it in mail slot on front door of Parish Center (on Knapp).
  - Please deliver any extra donuts to St. Francis Dining Hall on SE 12<sup>th</sup> & Stark -- just put them in the extra boxes and take them to their kitchen.**
13. **If something is needed, write a note and include it with the donation money that is dropped off at the Parish Center.**

*Thank you for sharing your time, talent and treasure...for being the hands of Jesus. You are vital to the mission of our Parish. By your sacrificial giving you make it possible for your parish family to share a meal together. You are truly doing God's work.*

