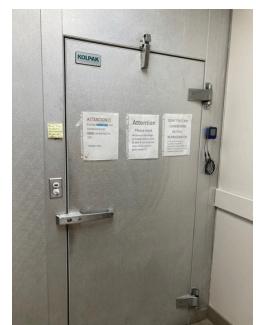


Sunday Morning Coffee & Donuts Setup

These steps should be completed ahead of time on Saturday evening or Sunday morning before 7:30 AM Mass. (The 100-cup coffeemaker and trays can be found in the pantry at the back of the kitchen; all cups, utensils and other items are in the kitchen in the labeled drawers).

- Fill the 100-cup coffeemaker with cold water from the large double sink to the 100-cup mark. Use a gray rolling cart to move the coffeemaker to the stainless steel counter that is above the coffee and supplies.
- Using the 1-cup measure, add 5 level cups of regular ground coffee to the basket, cover, plug in and start it by 7:00 a.m.
- Turn on the Bunn coffeemaker in the Commons and follow the instructions to make 2 pots of decaf coffee, using the orange-handle pots.
- Switch on the dishwasher so that the water is preheated and it's ready to use.
- Place a large dish tub on a metal rolling cart. From the black side-by-side refrigerator, place 1 gallon of milk, 1 jug of juice and 1 gallon of chocolate in the tub and then fill the bottom of the tub with ice from the ice machine. Roll the cart into the walk-in cooler to store until ready to roll out to the serving table as Mass is ending.
- Place a second rolling cart with an empty dish tub to the right of the serving counter in the Commons for people to put their used cups and dishes.
- Each of the 12 round tables should have 7 chairs each. At the center of each table, place a napkin holder, cream and sugar, and 3 spoons.



Setup - continued:

Place on the serving counter:

- 4 large plastic platters (upper left shelf of pantry)
- 4 tongs
- 1 spatula
- 15 saucers with napkins (saucers stored below serving counter)
- 2 dish rags (to be set beneath 2 plastic water pitchers filled with ice)



Place on the long serving table

- the red signup book,
- large plastic bowl for cash donations
- dish towel for spills
- 15 coffee cups and 15 water glasses (in the cabinet behind the serving table)
- 3 metal coffee carafes (2 for regular, one for decaf)

Important: Unplug the 100-cup coffeemaker at 10:30 and refill carafes for regular coffee from the coffeemaker (don't make more on the Bunn.)



Recommended “jobs”

(“many hands make light work”) – between 4 to 12 people ideally

Serving juice and milk – 1 person

Serving coffee – 1 person

Serving donuts – 1 person (keep trays filled from boxes of donuts)

Refilling coffee at the tables – 1-2 persons

Bussing tables and running dishwasher -- 1-2 persons

Putting everything away - 1-2 persons

Dishwasher operation:

Periodically take the dirty dishes to the kitchen, rinse off in the sink and place dishes face down in the cleaning racks. Cups and glasses go upside down in the racks with separators. Push one rack at a time into the dishwasher, lower cover and turn on. Do not open while the orange light is on. Once the orange light is off, open the dishwasher and push the rack through so that it can partially air dry.

Do not put the metal coffee carafes or the outer portion of the 100-cup coffee percolator in the dishwasher – rinse insides only by hand and dry upside down on dish towels.

Cleanup and putting away:

All dishes and items should be put away; many items can air dry in their locations.

The donations go into the money bag and then into the safe.

Wipe down all tables and chairs, do a quick sweep of the floor using the broom in the janitor’s closet in the kitchen, and wipe down kitchen surfaces.

Then we’re all ready for the new week!

