

# **Quick Reference Document**

## **Fellowship Coffee and Donut Assignments**

### **All volunteers have to be Safe Environment Certified**

Brad – Orders donuts and pays for same on Friday or Saturday  
Brad – Sends copy of Donut receipt to Paul Halley  
Paul Halley or Brad or Derek will pick up donuts Sunday at 6:30am  
(30 Dozen Mixed/10 Dozen Plain)– Back up to their Front Door from the East  
Staff will assist with loading the donuts – 5 dozen per bag  
Cafetorium 7am – Requested North Front Door be unlocked 7am, lights on and Alarm off  
Maintenance sets up tables/chairs and preps the coffee/condiments/water containers (2) on Saturday

Should be 10-12 white towels in the kitchen to clean coffee pots, water containers and wipe down tables  
Brad -start PowerPoint presentations for the group on his communication laptop set to run continuously – if the group chose to have a presentation and provided to him the week before

Sort donuts in Kitchen – Have been getting 6 flavors of mixed – Sort into 3 piles  
10 Dozen – 730am – 7 Dozen Mixed / 3 Dozen Plain - Left over carry to 9am  
15 Dozen – 900am – 11 Dozen Mixed / 4 Dozen Plain - Left over carry to 11am  
15 Dozen – 1100am – 12 Dozen Mixed / 3 Dozen Plain - Left over go back in Kitchen

**Donut Tables** – 2 vol 3 (consolidate donuts too with gloves or napkins)  
Bar napkins in front of the boxes at the 730 am and to the left and right of the boxes at 9 and 11AM  
(Folks will have a tendency to use a napkin if they can reach the napkin)  
Unmarked Wooden Donation box is kept in the Sacristy to be brought over before the first Mass ends  
Put on the North end of the table – after last Mass it is taken to the Sacristy by Brad or Ministry Leader takes to the Sacristan

**Milk** – Need one volunteer to pour / monitor milk and condiments  
Brad will get 4 Gallons of milk at Sams on Friday or Saturday and it will be in the kitchen fridge  
See Sign: 10  $\frac{3}{4}$  cups for 730 and 30  $\frac{3}{4}$  cups for 9 and 11 (these usually need about 40-45 cups  
\*Add 10 -15 more cups at the 9 and 11 Mass on Special Youth Training weekends

**Coffee**  
**Plug in coffee by 745AM – takes 30 minutes to finish**  
Signs on pot use go under the edge of the pots

Decaf sign on top of the decaf coffee pot

Regular signs go on top of the regular coffee or on coffee can between pots

2 Pots REGULAR – 2<sup>nd</sup> table

1 Pot DECAF – 1<sup>st</sup> table May not need to make more after 730 but will after 9am

Pots are hot - MUST BE UNPLUGGED FOR 10 Minutes or new will not percolate

Pour remaining from one pot to the other (pull coffee ground top to side)

3 Coffee Cups equal 60 new cups (1 Cup equals 20 cups of coffee)

### **Cleanup**

After 1<sup>st</sup> 2 masses close donut boxes on table

Fold empty donut boxes and put in trash can in kitchen – do not crush to jam them in

Check tables for messes and wipe with damp towel

Restock napkins

Restock coffee cups

Restock condiments as necessary

May need to add more water and or ice the to water containers

### **Final Cleanup after 11 am Mass**

Maintenance will put up tables and chairs

### **You are responsible for:**

Wipe tables with damp towels and hang wet towels on kitchen sink

Putting away condiments in the cabinet (shelves are marked)

Empty water containers, lightly wipe out and put on bottom shelf of cabinet...lids in sideways to air dry

Empty coffee pots, dump grounds – wash these good to get coffee out - and rinse in sink

### **REMEMBER THE COFFEE POTS ARE HOT!!**

Open the coffee pot spigots when rinsing out to clear any coffee in the spigots

Wipe pots down – put together lightly and lids loose on top to air dry

Put on 3<sup>rd</sup> shelf in Fellowship cabinet

Left over coffee cups go in box and on top of the Fellowship cabinet

Left over donuts –if any, put the remaining in the kitchen on the counter

More detail will be on the complete detailed doc on the web in October.