



Donut Sunday Set-Up Instructions

1. Unlock the kitchen using the key marked "**kitchen**" in the church sacristy drawer if needed.
2. Donuts and beverages are delivered to Marian Hall by 8:00am. If they have not arrived by 8:10am, use the kitchen phone to call **HyVee (452-5411 and ask for bakery to check on the order.**
3. Place juice and milk in right side of refrigerator in kitchen.
4. There are two filled water pitchers in refrigerator cooling. Bring up.
5. Donuts can be moved into the kitchen area. Place donuts on five platters.
6. Put the receipt from HyVee into one of the red money bags for the parish bookkeeper.
7. The large delivery boxes & covers can be recycled. Put in the large storage room next to the Marian Hall Women's Bathroom.

The highlighted items below are already setup in the Commons.

Bunn Coffee Maker and cart.

Supplies: coffee filters, Fair Trade Coffee (decaf and Regular)

Note - Use ceramic cups and dishwasher-safe glasses along with a tub to place used mugs/glasses until after 10:30am hospitality when they will be washed using the dishwasher. The 8:30am helpers may want to begin washing dishes if time allows. See directions on next page.

- beverage napkins, spoons.
- basket filled with sweeteners and a container of Creamer
- two coffee decanters/thermos (brown/black)
- scissors
- wicker basket for monetary donations
- two red zipper pouches to place money in after each reception is finished.
- Fair Trade Coffee signs to be placed on table near cups.
- Plastic pitcher for measuring water for making fresh pots of coffee.

Note - ONLY USE THE PITCHER FOR ADDING WATER TO UNIT. DO not add water to the unit using a brewing decanter. The oils and grinds inside will clog the nozzle.

8. Plug in the coffeemaker. (It needs to heat up for 10 minutes before brewing the first pot)
9. Use the sink in the utility room located between the bathrooms to fill the plastic pitchers.
10. Place 2/3rd cup of coffee grounds in filter so first pot is ready to brew.
11. Place a trash can (found in the utility closet between the bathrooms) near the coffee maker to use for coffee grounds disposal. **NEXT PAGE**

12. Place monetary donations after each Mass in a red zipper pouch and bring to parish office copy machine room (seek a staff person to assist with the Parish Office door code). Drop the bag into the safe by using the opening located on the safe's upper right side.

Clean Up the Kitchen and Commons

- Wipe off all tables and sweep floor in Commons (Cleaning supplies and brooms/dustpan are in the small utility closet between bathrooms.)
- Return small wastebasket to the utility room.
- Return cart and all supplies to the kitchen. Put supplies in the large plastic containers and put in the bottom cupboard marked "Donut Sunday Supplies".
- Bunn Coffee Maker can stay on the cart in the kitchen.
- Wipe off all countertops in the kitchen
- Wash donut trays, pitchers, etc... and put them in the cupboard. Please leave the kitchen clean and ready for School use on Monday!
- Leftover donuts can be put in plastic containers for freezing and put in the east Marian Hall freezer.

Turn the dishwasher on after 10:30 Mass following the directions on the wall near the dishwasher.

- Use dishwasher to wash ceramic mugs and blue plastic glasses. Dry and return ceramic mugs to upper cupboards above microwave. Dry and return blue glasses to the plastic storage bin. These glasses are kept on the lower shelf of the food serving area. **Drain the dishwasher and turn it off.**
- Lock kitchen and return key to the sacristy drawer.
- Questions? Call Julie (452-5656 x5) or 507-459-6322

**THANK YOU for serving our parish
through this ministry of hospitality!!!**