

# Procedures for Sunday Coffee and Donuts

- Donuts will be delivered to the warming kitchen by 8:00 a.m. There is a roll of plastic tablecloth in the kitchen that can be used to cover serving tables. Set out basket for free will offerings.
- Make pots of coffee and fill up the carafes with regular and decaf coffee
- Make 5 pitchers of punch to start. Directions are on the container.
- Put coffee out as well as creamer, sugar and stir sticks on a separate table away from donuts (to prevent a backup in the line). Cups for hot and cold drinks are on the shelf.
- Put the trays of donuts on a serving table. The donuts need to be cut in half ahead of time. Please use the cutting boards. Put out half the donuts for 9 AM Mass. Save the remaining donuts for the 11 AM Mass. If there is no host for the 11 AM shift, then it's cancelled. 9 AM hosts will do the cleanup.

Clean up after the 11:00 Mass:

- Put away cups, cream, sugar etc.
- Wash out coffee pots, carafes and pitchers. Wash out donut trays.
- Wipe down all tables and chairs along with surfaces in the kitchen.
- Put monetary donations in the safe behind the kitchen door.

**MAKE SURE COFFEE MAKER IS TURNED OFF**

Thank you!