

## **INSTRUCTIONS FOR COFFEE AND DOUGHNUTS**

### **All Masses**

- Please use plastic gloves when handling food. They are located in the kitchen supply closet.
- Put sugar, creamer, stirrers, and napkins on cart off to side to help with traffic.
- Put juice, (made in juice dispenser, make according to directions on package), juice cups, napkins, doughnuts and donation basket on main table.
- Put coffee, (use large coffee pot, place 3-4 coffee filters in basket by poking a hole over the stem, use ½ cup coffee for every 12 cups of water), hot water, tea bags, coffee cups, and napkins on the counter.
- After gathering slows down collect the money and give it to one of Father's staff members.
- Wipe tables and sweep the floor
- Everything must be sealed when put away. Please put items in the tubs in supply closet.

### **4:30 Mass**

- Make 36 cups of coffee
- Make 1 dispenser of juice, left over juice can be dated and placed in the refrigerator to be used at 9:00 mass. Please leave a note on the counter for the next team
- Put out one box of doughnuts
- After mass, put everything back in its proper place
- Coffee pots and juice dispensers need to be rinsed and dried. Make sure you run water through the spigot
- Wipe tables and sweep the floor

### **9:00 Mass**

- Make 60 cups of regular coffee and 36 cups of decafe, this should be enough for 11:00 mass also
- Make two dispensers of juice, refill if needed during gathering
- Put out two boxes doughnuts, make sure there is enough for 11:00 mass
- Wipe tables and pick up large crumbs from the floor
- Replenish supplies for 11:00 mass, make sure there is enough coffee and juice, put out more napkins, cups and doughnuts if needed.

### **11:00 Mass**

- Make sure there is enough coffee and juice made, you may need to replenish some supplies
- After gathering rinse out and dry coffee and juice containers, remember to run water through the spigot
- Put everything back in its proper place, remember to cups and napkins in the tubs
- Wipe tables and counters and sweep the floor