

SUNDAY COFFEE HOSTING DIRECTIONS – NOW QUICKER + EASIER THAN EVER!!!

8:00 AM

1. TRAY AND COVER WITH PLASTIC WRAP ALL DONUTS THAT ARE HERE FROM BAKERY—SHOULD BE ON END TABLE BY FRIG'S
2. SET UP COUNTER FOR SERVING—WE NO LONGER WILL BE USING POTS AND MUGS ON TABLE—SEE DIAGRAM BELOW
3. HAVE BASKET FOR DONATIONS—FIRST — ENVELOPE YOUR CONTRIBUTIONS AND PLACE IN PARISH MAILBOX—found in slot above sinks by coffee area
4. BREWING COFFEE—DIRECTIONS ARE ON WALL BEHIND THE URN—PLEASE ONLY MAKE 1 FULL URN OF EACH COFFEE (REGULAR/DECAF)—ONLY MAKE MORE IF NEEDED
5. DISHES SHOULD BE DONE AFTER YOUR MASS—DIRECTIONS FOR DISHWASHER ARE ON WALL BY SPRAYER/SINK —PLEASE LEAVE DISHWASHER ON FOR NEXT CREW!

10:30AM

1. MAKE SURE YOU HAVE A FULL URN OF EACH COFFEE ON WARMER ON COUNTER—ONLY MAKE MORE COFFEE IF NEEDED - IT DOESN'T TAKE LONG TO BREW AN URN
2. DISHWASHER SHOULD BE ON AND READY TO DO DISHES—COFFEE URNS EMPTIED AND RINSED OUT WITH WATER — ROLLS/JUICE PUT AWAY—
3. PLACE MONEY IN ENVELOPE AND PLACE IN PARISH MAIL BOX
4. SERVING AREA CLEANED UP —SHUT OFF DISWASHER (**PLEASE USE DIRECTIONS ON WALL**) — LIGHTS OFF—GARBAGE WILL BE TAKEN OUT ON MONDAY!

BOTH MASSES:

- TABLES WIPED OFF WITH HOT WATER—DAWN—A BIT OF BLEACH. ALL LOCATED IN DISHROOM BY SINKS—WASH RAGS UNDER COUNTER DRAWERS NEAR COFFEE URN

