

# Coffee and Donuts Set Up

All supplies are in the admin building kitchen cabinet labeled “Coffee and Donuts”

**1. Make Coffee:** The coffee must still be made in Egan Hall. (We’re working on this!) It only takes about 7.5 minutes to brew up a large pot. To make a pot of regular, just put 2 cups of coffee in the basket with a filter in it and push “large brew”. Be sure the power is on and the screw-top lid is either open to receive the coffee or not in the pot at all. To make the decaf, use 2 packets from the box on the counter top near the coffee maker. Make a large pot of regular and decaf for the 8:30, and check it after to see if we need more made for the 10:30- usually one pot of decaf is enough for both masses, but you may need more regular for the 10:30.

Lug the pots over to the admin building. Please put the “regular” and “decaf” labels next to the pots.

**2. Tea / Hot Chocolate:** There is a hot water dispenser upstairs in the “bride’s room” – currently labeled “school office”. You can fill a couple of the white or black thermos pitchers with hot water for tea/hot chocolate. If there’s no hot chocolate, just put out the tea.

**3. Put out supplies:** tea basket, napkins (on donut tables and near on all drink tables) coffee stirrers, sugar and sweeteners, cups, creamer, basket for \$.

Regarding cream -- there are small cream pitchers in the cabinet. THESE WILL NEED REFILLING! Non-dairy creamer can be left in the original containers.

**4. Cold drinks:** Fill the large water dispenser, located in the lower C&D cabinet. There are 3 parts to this dispenser – lid, base and body. There is a small ice maker in the kitchen, or you can go to Egan and fill up some pitchers of ice from the icemaker in the back room next to the coffee area. Put out apple

juice from the refrigerator if there is some. If there is any drink mix (lemonade, Crystal Lite, etc...) you can make a pitcher of that.

5. **Garbage Cans:** Move the can from the kitchen into a corner of the main room. There should be another small trash can in the room. If not, grab a can from any of the offices to put next to the coffee table for sugar packets and stirrers to be thrown into.
6. **Open the side door and fence around 9:20.** These lock automatically, so you need to prop the side door open with the door-stopper.

## **Coffee and Donut Replenish between masses**

- 1) Check coffee levels and make additional if necessary.
- 2) Refill the cream pitchers.
- 3) Check on the level of water with ice. If need be, put out more apple juice.
- 4) Empty the hot water thermoses and put in new hot water.
- 5) Wipe up and make things look fresh.
- 6) Consolidate donuts.
- 7) Re-open the door, it is automatically locked so you need to prop it open with the door-stopper.

Thank You!

## Coffee and Donut Clean up

- 1) Please take the plastic windows out of the donut boxes and discard, then leave the boxes on the kitchen counter. They will be taken to yard waste by Sean or Joe.
- 2) If there are left over donuts please leave them in the kitchen for the teachers to enjoy the next day. Or you can take them home if you want them!
- 3) Wipe down all tables.
- 4) Clean all pitchers, urns, and dishes, and put back in the C&D closet.
- 5) Place all donation money and the keys in a baggie or basket and put it in the coffee and donuts cabinet. I usually put it under something so it's not so obvious.

Any Questions? Call Kristin Kent: (206) 852-0393

If you can't reach Kristin, try Mary Wiseman (206) 351-0765

Thank you!

## **Room parent Notes for Coffee and Donuts**

**Friday-** Someone needs to pick up the keys for Egan Hall and the admin building from the Parish office. If you need to make other arrangements call Kristin or Sheila at (206)782-2810 or email Kristin at [kkent@stjohnsea.org](mailto:kkent@stjohnsea.org)

**Sunday-** Someone needs to pick up the donuts from the Safeway on 85<sup>th</sup>& 15<sup>th</sup> NW between 8:00 and 8:15. (The donuts will be paid for)

Kristin's # for any emergencies or questions: (206) 852-0393.  
If you can't reach me, try Mary Wiseman: (206) 351-0765.

Thanks  
Kristin Kent