

Coffee & Donuts Volunteer Procedure

Please Read Before Your Shift – Thank You for Volunteering!

Your hospitality helps create a welcoming atmosphere for our parish community.

1. SETUP – FIRST SHIFT

Unlock & Prepare the Kitchen

- Unlock the **pantry storage room**.
 - Key is in the **laundry room cabinet – left side**.
 - Raise the **kitchen sliding window**.
 - Handle is hanging on the **side of the ice machine**.
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Brew Coffee

When You Arrive

- Turn the black knob to **“BOIL.”** It should normally be on **“HOLD.”**
- If the urn is already hot, you should be able to make coffee in about **15–20 minutes**.

If the Coffee Urn Is NOT Hot

The machine is completely turned off and must be turned on:

1. On the **bottom right side of the urn, underneath the corner**, locate the toggle switch.
2. Flip the toggle switch **forward**.
3. Turn the black knob to **“BOIL.”**
4. Allow **30+ minutes** for the urn to fully heat.
5. The hand on the thermostat **must be in the red dotted zone** before making coffee.

Follow the instructions posted to the right of the coffee urn.

Coffee Grounds

- **Full urn – 100 cups:** Use **5 cups of coffee grounds**
- **½ urn – 50 cups:** Use **2½ cups of coffee grounds**

⚠ DO NOT MAKE DECAF IN THE KITCHEN.

Parishioners can make decaf using the **coffee machine in the Social Hall.**

Prepare Donuts

- Place donuts on the counter using **small paper plates.**
 - **Separate donuts by variety** – do not mix types.
 - Put **napkins** on the table.
 - **⚠ Wear gloves when handling donuts.**
 - Gloves are in the **drawer to the left of the sink.**
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Set Up the Drink Station

Drinks include **coffee, orange juice, and water.**

Cups

- **Styrofoam cups – pantry: Coffee**
- **Blue paper cups – pantry: Water & orange juice**

Coffee

- Place **4 coffee carafes** on the drink table.
- Keep **extra filled carafes** ready in the kitchen.
- Parishioners may **take a carafe to their table** if they wish.

Orange Juice

- Located in the **walk-in cooler.**
- **Shake well before serving.**

Water

- Set out **4 pitchers with ice.**
- Refill as needed.

💡 Helpful Tip: During busy times, pre-pour water and orange juice to keep the line moving.

Condiments

Place near the coffee:

- Creamer pods
- Sugar packets
- Wooden stir sticks
- Napkins

Keep **extra napkins** at the drink station.

If possible, keep **extra supplies on a cart behind the table.**

Free-Will Offering

Place the **offering basket**:

- On the **counter**
 - On the **donut table**
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Gluten-Free Muffins – If Provided

If gluten-free muffins are available:

- Keep them in the **tray they came in** on the drink station.
- Display the **Gluten-Free Muffin** sign.

 **VERY IMPORTANT:**

Gluten-free muffins **must NOT be placed near the donuts.**

2. SERVING – AFTER MASS

Donut Table – 2 Volunteers

- Keep donuts **fully stocked**.
- Maintain a **good variety** and keep donuts separated by variety.
- **Wear gloves** when handling donuts.

Drink Station – 2 Volunteers

- Pour **water and orange juice**.
 - Fill orange juice **no more than $\frac{3}{4}$ full**.
- **Refill coffee carafes** as needed.
- Parishioners may **take a carafe to their table**.

Hospitality

Please be a **friendly face and welcome people!**

Your kindness helps create a welcoming parish community.

3. MANAGING THE RUSH

After the **9:15 AM Mass**, there will be an initial rush.

To keep the line moving:

Use:

- The **two serving tables in front of the window**
- The **serving window**

Place the following at these stations:

- Donuts
- Offering basket

Once the rush slows, return to using **only the kitchen counter**.

4. CLEANING DURING THE EVENT

- **Wipe tables** as needed.
 - Please **do not make people feel rushed to leave**.
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5. FINAL CLEANUP

Once most people have gone through the line **after the 11:00 AM Mass crowd**, allowing time for seconds, begin cleanup.

Wash & Store Items

Wash and put away:

- Coffee carafes
- Water pitchers
- Other serving supplies

 **DO NOT immerse coffee carafes in water.**

Rinse them with **plain water**.

Leftover Food

Cover and store in the **walk-in cooler**:

- Extra donuts
 - Breads
 - Gluten-free muffins
 - Orange juice
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Clean the Area

Sweep

- Kitchen
- Hardwood serving area in front of the kitchen

VACUUM – IMPORTANT

Vacuum:

- Under chairs
- Around tables

⚠️ **Two vacuums are located by the sound board.**

Wipe Down

- Tables
 - Counters
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Garbage

- Empty **all garbage cans that were used.**
- Take trash to the **dumpster outside the back door.**
- Replace liners.

Extra liners are in the **labeled drawer.**

Clean Coffee Urn

1. Empty the coffee maker into the **sink next to it.**
2. Dispose of **used coffee grounds in the garbage.**
3. Rinse the baskets and return them to the machine.

⚠️ **The hose in the drawer below is used for disposal.**

Be careful – **it will be hot.**

Follow the **urn rinsing instructions posted on the wall to the right of the urn.**

Laundry

Place dirty items in the **laundry room basket at the back of the kitchen:**

- Aprons
- Towels

If items are wet, **hang them over the edge of the basket or ladder.**

Money

- Place collected money in the **labeled pouch**.
 - Put the pouch on the **pantry shelf**.
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FINAL STEPS BEFORE LEAVING

Before leaving, turn off:

- **Kitchen lights**
- **Social Hall lights**

The switch is **to the left of the large exit doors**.

Press the **bottom-right button**.



THANK YOU FOR VOLUNTEERING!

Your time and hospitality help make our parish community **welcoming and strong**.