

BLESSED SACRAMENT PARISH

Coffee & Donuts Instructions

- ❖ Check kitchen supplies ahead of time (coffee, creamer, sugar, napkins, cups, juice, etc.). Call **Margaret Mischel** (566-3001) if anything is needed.
- ❖ Verify standing donut order (12-14 dozen*) with **Smith's bakery** (10305 S. 1300 E.) on Saturday morning via phone (572-1396) for pickup Sunday morning about 8:30 a.m. Save receipt and give to Monsignor Bob or Deacon Russ. **IF DONUTS ARE NOT NEEDED FOR ANY REASON, PLEASE NOTIFY SMITHS ON SATURDAY MORNING.**

***EXCEPTIONS** – During the summer months or when there is no CCD only order 5 – 7 dozen donuts.

❖ **SETUP**

- Start coffee (100 cups) by 8:30 a.m., as it will take an hour to brew. Instructions are posted on wall in the kitchen.
- Make juice (Tang, Kool Aid, or Lemonade) in large jug. Follow directions on the container for amount you are making.
- Wash tables, if needed. Put out cups, napkins, sugar, creamer, and something to stir coffee with. Place saucer or something under coffee spout for drips. Place tray with paper towel on floor under juice jug for drips.
- Put out a donation basket. Reimburse the person who paid for donuts from the donations. Money left over goes to Monsignor Bob along with the receipt.

❖ **CLEAN UP**

Clean up table, counter, kitchen, and pantry afterwards. Return unused supplies to pantry. Remove all trash to the dumpster behind the parish center. Put leftover donuts in the refrigerator for EDP and let Monsignor, Deacon or Mary Smith know they are there.

❖ **Normal rotation of organizations handling Coffee and Donuts:**

Parish Council	(Jan., May, and Aug.)
Knights of Columbus	(Feb., June, and Oct.)
CCW	(March, July, and Nov.)
HSA	(Apr., Sept., and Dec.)

❖ **SUMMER CLOSURE OF PARISH CENTER**

When the Parish Center is closed, coffee & donuts is done out on the patio (on the north side of the parish center). Coffee pot will need an extension cord, (make only 40 cups maximum). Make 2 – 3 gallons of punch. Put leftover supplies in the pantry, wash and fold up table and return to pantry, wash coffee pot and juice jug, and empty trash in dumpster.

❖ **CONTACT PERSON**

If you have questions, please call Clarence Illario at 942-7619.

COFFEE DIRECTIONS

Large Coffee Pot will take approximately 1 hour to perk.

100 cups – use 4 Styrofoam cups of coffee

80 cups – use 3 ½ Styrofoam cups of coffee

60 cups – use 2 ½ Styrofoam cups of coffee

40 cups – use 1 ¾ Styrofoam cups of coffee