

## Parish Coffee & Donuts Instructions

### Before

- The person in charge of your group will confirm the volunteer(s) prior to the weekend and advise of the amount you are expected to use.
- Order an assortment of donuts and bagels from the grocery store of your choice. Place your order Saturday morning so there is plenty of time for the store to prepare the order for pickup on Sunday morning. Many groups order at Smith's Bakery, 10305 S. 1300 E, 801-572-1396, due to close location to the church.

### Setup

- Parish center will be unlocked for religious education by 9:00 am. If is before 8:15 am and the doors are locked, you may have Msgr. Bob or one of the Deacons open for you.
- Start coffee by 9:00 am, at the latest. Instructions are in the kitchen drawer, or at the end of the instructions. The coffee pot may be located in the cabinets or on a shelf opposite of the stove.
- Make juice in pitchers. The juice is in the pantry, on the right side and the pitchers are located on the west wall shelf in the kitchen. Follow directions on the container for the amount you are making.
- Put out cups (Styrofoam for coffee and clear plastic for juice), napkins, sugar, creamers and coffee stirrers. These items are located in the pantry.
- Place something under the coffee spout for drips, the drip catcher is located on the west wall shelf in the kitchen.
- Put out a donation basket. Reimburse yourself for the donut purchase from the donations. All money leftover goes to Msgr. Bob.

### Clean Up

- Clean up tables, counter and kitchen afterwards. Including cleaning up pitchers and coffee pot.
- Return cups, napkins, sugar, creamer and coffee stirrers to the pantry.
- Remove all trash to the dumpster behind the parish center.
- Do not leave any leftovers in the refrigerator. If there any leftover donuts, feel free to give them to Youth Group, if they have an event going on that day, or take them home.

### Coffee Measurements

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