

Hospitality Instructions-Start Here

Thank you for providing hospitality today!

1. COFFEE

Please start the coffee before Mass. (For 9:00 Mass, please begin brewing by 8:30 a.m.) Make one large pot (80 cups) of regular coffee (5 cups of dry coffee) and one small pot (40 cups) of decaf coffee (3 cups of dry coffee). There should be decaf and regular coffee for you to use on the wire rack shelf or on the white rolling cart.

There are electrical outlets on the wall near the round table in the alcove of Kohler Hall. Make sure you turn the pots "on". People will self-serve. Stack 3 stacks of Styrofoam cups by each pot.

Containers of creamer, sugars and sugar substitutes are on the table with the coffee pots. Put all of these items in smaller bowls for the coffee serving table. Also put out one bowl for litter. **For the 11:00 Mass you do not need to brew more coffee , however you need to restock coffee supplies.**

2. DONUTS

Donuts are delivered from Grandma's Bakery and should be in the kitchen for you. Please be mindful not to put too many out for 9:00 crowd that you don't have enough left for the 11:00 crowd. Usually about 4-5 boxes for 9 am and 3 boxes for 11 am. Remind people one donut per person. Set out 2 baskets of napkins.

3. JUICE/WATER (fill one beverage container with ice water)

Tang or juice will be provided. Tang is in containers on the wire shelving by the door. There are clear beverage dispensers on the shelves by the sink. Approximately 3 gallons of juice is consumed each Sunday. Follow the directions on the can for 3 gallons of Tang, this is approximately 12 scoops of Tang.

4. CLEAN UP

Wash and dry all trays and utensils that were used. Wipe down the tables and leave the kitchen clean and ready for the next group. Dump coffee grinds in trash and wash out coffee urns. **Return everything to its proper place, dry.**

Questions? Deb Zeien 651-353-2521 (usually at 9 Mass)

COFFEE INSTRUCTIONS

- Fill pot with water to 80 cup fill line for the large pot and 40 for the smaller pot
- Add coffee grounds to coffee basket to approximately 1/2 full.
- Coffee takes approximately 40-60 minutes to brew.
- Remember strong coffee can be weakened with cream in the cup so make it tasteful!