

Hospitality Instructions

Thank you for providing hospitality today!

1. COFFEE

- start the coffee before Mass (For 9:00 Mass, please begin brewing by 8:30 a.m.)
- decaf and regular coffee are on the white rolling cart
- **brewing instructions are on the cabinet above the coffee**
- electrical outlets are located on the wall near the round table in the alcove of Kohler Hall. **Plug into separate outlets.**
- ★ **Make sure you turn the pots “on”**
- stack 3 stacks of Styrofoam cups by each pot
- put a plate with a paper towel underneath the pots to catch drips
- bowls of creamer, sugars and sugar substitutes are on the white rolling cart
- provide one bin for coffee litter
- ★ **11:00 you need to restock coffee supplies (do not make more coffee)**

2. TREATS

- ★ **donuts/muffins from Grandma’s Bakery should be in the kitchen**
- arrange 4 trays full of donuts/muffins (4-5) boxes for 9:00
- cover the donuts with plastic wrap and leave in the kitchen until after Mass
- set out 2 baskets full of napkins
- after the 9 crowd leaves arrange 3 trays full of donuts for 11 crowd
- cover and leave in the kitchen

3. JUICE/WATER/MILK (fill a pitcher with ice water)

- make a beverage and keep in the fridge until after Mass
- use the clear beverage dispenser on the shelf by the sink
- beverage container goes on the half round table with small cups
- place a clean small bowl under the spigot to catch drips.
- return beverage to fridge to cool for after 11:00 Mass

4. CLEAN UP

- wash and dry all trays and utensils that were used
- box the donuts into one/two boxes and store in the fridge
- wipe down the tables and leave the kitchen clean and ready for the next group
- wash out coffee urns (grounds should be cooled and tossed in the trash)
- Wash and dry the juice container.

★ **Please return everything to its proper place, dry.**

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