

VICTORIA HALL COFFEE HOUR INSTRUCTIONS

DONUTS: We have a standing order of 8 dozen donuts (6 dozen in the summer). If this number needs to be adjusted, contact the parish office by the preceding Thursday.

PICK UP AT FAMILY DONUTS AT 2100 N. NORTHGATE WAY, #F
(in same complex as 711 at Northgate Way & Meridian) - phone # is 368-9107
BY 7:45 AM ON SUNDAY MORNING.

SCHOOL FAMILIES: Please set up six round tables with 8 chairs each. Also set up two long tables near the kitchen to hold the beverages and donuts. Tables and chairs are located in the storage room on the north wall of the hall. After coffee hour has ended, please wipe the tables and put away the tables and chairs.

TABLE AND CHAIR SET-UP: For parish volunteers unable to set up and take down tables and chairs, there will be additional volunteers who will take care of this task.

SET-UP:

- Set tables with: 8 cups, sugar/creamer containers, spoons and napkins (place these in baskets in center of table so you don't have to keep replenishing). Placemats are not necessary.
- Before second mass, wipe down tables and re-set with cups.
- Put out the toaster (for bagels, if available) on the counter and plug in.
- Turn on dishwasher. (Needs to pre-heat prior to use.)
- Put donation basket on serving table.

COFFEE:

-To prevent overflow:

- make sure there is no liquid already in the urn.
- make sure the basket is fully engaged and the top front lip is behind the swing bars before starting the brewing process;
- make sure to place only 1 filter paper in coffee basket; more than 1 can slow the filtering and might cause overflowing;
- make sure the coffee spout is in the closed position to avoid a spill.

- Begin by making a half-batch of coffee. Make sure switch is turned to half-batch.
- Make a **half- batch** of Decaf in the urn marked as such, when it is done, put on the counter for self-service. You will need 1 cup of ground coffee for a half-batch.
- Make a full batch of regular coffee (using 2 cups of ground coffee) and divide it between 3 penguin carafes to put out on the tables.
- Make another full batch of coffee and do the same as above. Make one more batch of coffee between masses if needed. Penguins may be pre-heated by filling with hot water from the coffee machine before use.

BEVERAGES:

- Put out the plastic tumblers (re-usables), coffee cups, spoons and sugar/creamer dispensers on the counter or on serving table.
- Make orange juice in glass pitchers; start with 1 can and leave another out in case you need it for the second mass. (The OJ is in the freezer)
- Put out a glass pitcher of water also.
- Fill the hot water carafe from the hot water tap on the coffee maker and place on the counter with tea bags and hot chocolate (if available).

DONUTS:

- Place half the donuts on the serving table with a butter knife out or cut donuts in half before serving. Refill as needed.

BAGELS:

- If available, the bagels are in the freezer. Cream cheese in individual serving packets is in the refrigerator; place in bowl on counter with toaster and butter knives. Please put on checklist if less than two bags are left after coffee hour is finished.

DISHES:

- Dishes should be washed in the dishwasher. They need to be rinsed first; if there is lipstick on cups, scrub off prior to putting in the dishwasher. Dishes should be air-dried as much as possible for hygienic purposes.
- The penguins and coffee urns should be washed in hot soapy water. **Do not put them in the dishwasher. Do not cover** when putting them away to insure they do not mildew.
- Dishtowels can be found in the back pantry directly behind the sink. Placed used towels

in the hamper hanging by the back door.

**PLEASE BE SURE TO TURN OFF THE DISHWASHER BEFORE LEAVING
AND LEAVE DOOR OPEN.**

Money - there are plastic money bags and instructions in the yellow folder next to the safe by the back door (in the gray cabinet). Please fill out the little yellow sheet and put it in the plastic money bag with the money. Drop into the safe. You can leave any notes for supplies in the safe also.

RULES FOR COMPOSTING, RECYCLING, TRASH

The composting, recycling, and trash procedures are exactly the same as those for the City of Seattle.

PERMITTED SUPPLIES

Use silver flatware as much as possible. No plastic flatware is permitted. If you are not using silverware, than use compostable, not plastic, flatware. **DO NOT USE PLASTIC FORKS, KNIVES, OR SPOONS. DO NOT USE PLASTIC COFFEE STIRRERS; USE WOOD ONES.**

Use the china dishes as much as possible. All non-china plates and bowls must be compostable. This means no plates or bowls that are plastic or plastic-coated. Most decorated plates are plastic-coated. **DO NOT USE PLASTIC COATED PLATES OR BOWLS.** Use only non-plastic coated plates and bowls.

Use china cups/mugs as much as possible. If not using mugs/cups, use only compostable or recyclable cups. **DO NOT USE STYROFOAM CUPS.** Paper coffee cups must be rinsed and recycled. Compostable cups must be put in compost bins. Hard plastic cold cups must be put in recycle bins.

COMPOSTING

All food products are compostable, including meat, fish, and dairy. Dirty cardboard food containers are compostable. Compostable plates, bowls, cups, and napkins should be placed in compost bins.

RECYCLING

Aluminum and metal cans, bottles and jars, milk and ice cream cartons, rinsed coffee cups, hard plastic cups, clean pizza boxes, clean aluminum foil and foil trays, lids larger than 3 inches, clean paper and boxes, newspapers, plastic condiment containers, bagged plastic bags (grocery only; no food bags), and dish detergent containers are recyclable.

TRASH

Plastic wrap, dirty aluminum foil, water bottle lids, food bags and single plastic bags, kitchen oil and grease, are all trash.

ST. CATHERINE OF SIENA COFFEE HOUR

Date: ____/____/____

Amount of donuts picked up at Countryside Donuts: _____dozen

Items that need to be replaced or are low in quantity for Coffee Hour:

- ____ Coffee Caffeine/Decaf (circle)
- ____ Creamer packets
- ____ Half and half
- ____ Sugar
- ____ Sweetener: Equal/ Splenda/ Sweet n Low (circle)
- ____ Orange Juice
- ____ Bagels
- ____ Cream Cheese
- ____ Tea/Cocoa/Hot Cider (circle)
- ____ Napkins

Other: _____

By: _____

Please Print Name

Cell Phone Number

Thank you so much for your assistance in providing hospitality to our community!

PLEASE DROP THIS FORM IN THE SAFE ALONG WITH THE MONEY COLLECTED AND COUNTED.