

SJ Coffee and Donuts check list

8am Mass

Before Mass

- ___ Donuts are picked up at Dunkin Donuts in Frandor
- ___ Make coffee and plug it in before Mass to start brewing. Instructions will be in the kitchen.
- ___ Set out cups (coffee and 5oz for milk/juice), napkins, cream, sugar
- ___ Put Donuts out on trays and set out on tables (should be covered with plastic wrap)
- ___ Donut holes can be put in a basket and covered
- ___ **Donation basket on the table**

After Mass

- ___ Uncover donuts
- ___ Get Milk and Juice out of refrigerator
- ___ Begin to fill cups with juice and milk and coffee
- ___ Fill coffee carafe and go around and serve coffee if you want
- ___ Collect any donations and place in plastic bag and turn into Sunday Secretary (bags can be found in the kitchen with the 'office supplies')
- ___ At the end, resupply trays with donuts and cover.
- ___ Clean up tables and coffee area
- ___ Make another pot of coffee if needed