

SJ Coffee and Donuts check list

10 am Mass

Before Mass

- _____ Check on coffee maker, make new coffee if necessary plug in and make sure it is brewing.
- _____ Make sure you are well stocked with napkins, cups, etc..
- _____ Donation basket on 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 envelope and turn into Sunday Secretary
(envelopes can be found in the kitchen)
- _____ At the end, resupply trays with donuts and cover.
Please leave them in the kitchen with a note they can be used for spaghetti supper dessert.
- _____ Clean up tables and coffee area
- _____ Wash any trays, coffee pots, etc... used and leave kitchen in good order.