

2026 Coffee and Donuts Instructions

For information or questions:

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Supplies

- Supplies are kept in the “Concessions Kitchen.”
 - The new ROJO coffee makers are kept on the counter by the concession stand window and in the island
 - Pitchers are in the upper cabinet by the ice maker
 - Napkins and cups are in the labeled drawers and cabinets
 - Mixing spoons are in the drawers by the sink
 - The money container is in labeled lower cabinet
- **If additional supplies are needed**, they are in the closet behind the stage in Mother Seton Hall. The key is locked up in the safe in the gathering space. You received a link to the lock box code that is updated monthly in the annual email.
- When it is held in Fr. Kocour Hall, use the lunch tables/benches for seating. And always put the tables away when finished.

7:30 Shift Set Up

- Be there and have coffee perking by 7:50 am. The new ROJO coffee makers only take 6-7 minutes to brew. **Instructions are posted on the wall by the concession stand window.**
- The donuts will be delivered to SEAS early Sunday morning. They will have them sitting in the entry way, by the couches, or they will sit them on the benches in Mother Seton Hall. You can get a cart from the kitchen to transport them easier and safely. If there is a receipt with the donuts, please take to Parish office and leave on desk for Beatriz.
 - Make 3 pots in the summer, 5 pots during the school year.
- Make a jug of drink mix, following the directions on the packages.
 - Make one bag of drink mix in the summer, make two bags of drink mix during the school year
- Make up some pitchers of ice water, there are ice makers in both kitchens.
- Be sure to put “Donation” jugs at the front of the donut table. It is in the cabinet labeled Coffee and Donuts.
- Please open the doors from Mother Seton Hall into the Gathering Space at the end of Mass. And open the donut lids!

Before Leaving 7:30 AM Shift:

- Take the money from the “Donations” jugs to the office, get an envelope, tape it shut and mark it “coffee and donuts”. Leave it on desk, ATTN: BEATRIZ – 7:30 AM C & D donations. Or drop it in the safe drop box in the wall down the hall.
- Put the lids on the boxes of donuts and generally tidy/clean up the area.
- If there are Parish members still at a table enjoying fellowship, please fill a coffee carafe and take them to their table.
- If there are no show shifts, please let me know!

9:00 AM Shift and Cleanup:

- Please step into the coffee and donut area prior to mass, to be sure all went well for the 7:30 am shift. If it is the school year, be sure there are still 5 ROJO carafes ready to go.
- Arrive by 9:45 am, to uncover the donuts and start pouring drinks, before Mass gets out.
- If you use the SEAS Kitchen towels, please take them home, wash them and return to the Parish office that week. Or you can bring your own towels and washcloths for cleanup.
- Empty the “Donations” to the office, get an envelope, tape it shut and leave it on desk, ATTN: BEATRIZ – 9 AM C & D donations. Or drop in safe drop box on the wall down the hall.
- **Leftover donuts:** set them in the Parish office, send home with Parishioners or take home yourself. The office has asked us not to set leftover donuts in the gathering space.
- Wash all supplies used and put the supplies away in the Concessions Kitchen.
- Wipe off all tables and clean up major messes on the floor (spots only). Vacuums are in the closet right outside of Mother Seton Hall. Face the school office, reach to the left, and grab the doorknob.
- PLEASE CHECK before you leave if we are low on supplies for next weekend. If we are, please refill the supplies using the info above. (Napkins, coffee, creamer/sugar, punch)
- If there are no more supplies of something, please notify me ASAP. The office checks for overall needs, but we are all human and sometimes miss it.
- Take trash out to dumpster. There are trash bags in Kocour Hall by the trash cans.
- Turn out the lights.

Important:

- During school year we need more pots of coffee. During summer, just two pots.
- If you work the 9 AM shift and you run out of donuts or have a lot of donuts left, please send me a note.
- Do not leave leftover donuts in the gathering space. Take them home or send them with other Parishioners.