

SUNDAY MORNING COFFEE & DONUTS DUTIES

Duties for your Group

You can divide getting, set-up and clean-up between members of your group.

- **GO PICK UP DONUTS @ DONUT HAUS**

- Any time after 9:00am, go to Donut Haus 265 E. 29 th Ave. and pick up donuts.
- Go to cash register and someone will get the donut box for MVPC for you.

- **SET-UP IN NOOK**

- The main entrance to the Church should be open
- Open the kitchen pass-through window

- **ITEMS TO MAKE & SET OUT**

- Make one pot of regular coffee, instructions are posted on inside of cupboard door
 - When coffee is done, insert pouring stem and place lid.
 - Coffee pot should be placed in rack on credenza outside of kitchen door.
 - Check the credenza area to make sure there are coffee cups, sugar & creamer, etc
- While coffee is brewing place donuts on platters with serving tongs and a knife.
 - Place donuts with napkins at front of pass through.
- Place Donation basket up by donuts
- Place copy of invoice for the donuts in a manilla envelope.
 - Envelopes are in the top drawer on south end of kitchen.

- **ONCE SERVICE HAS STARTED**
 - Money received should be put in the same envelope as the invoice.
 - The envelope should be placed in the offering plate that is at the end of the sound system area in the church or it may be taken to the safe which is in the room next to the Chapel.

- **IF THERE IS A SUNDAY SCHOOL CLASS AFTER WORSHIP**
 - Another pot of regular coffee is made and placed at the end of the Nook pass through just before you leave or go to service.

- **CLEAN-UP AFTER SERVICE IS DONE**
 - Once there are a couple of empty donut containers, please take them back to the Donut Haus.
 - Wash all platters and utensils used and put away or let dry in the sink drainer.
 - Empty coffee pot and clean.
 - Wipe down all counter tops and all tables that were used.
 - Chairs should be push under the table.
 - In the summer, when the courtyard is open, tables and chairs need to be wiped down before and after service.
 - There is a small box between frig and stove for soiled cloths.
 - Close the pass-through window!
 - Check all supplies in kitchen. If we are out of something look in the pantry in the main kitchen and restock
 - If you can't find what you need, please add to the grocery list, which is on the counter by the pass-through button.

Thank you for your service!