

Instructions for Coffee and Donuts – Egan Hall

8:30 Host:

By Friday 4pm. pick up the card key for Egan Hall and the Admin Building from the Parish office. If you need to make other arrangements email HongPhuc Nguyen at hpnguyen@stjohnsea.org or call her at 425-417-3135.

Sunday - Pick up the donuts from the **Safeway** at **8340 15th Ave NW** at 8am (the donuts will be paid for). Bring the donuts to Egan Hall by 8:30am. Thank you!

10:30 Host:

Please arrive at 10am to pick up the key from the 8:30 host and help with any refresh needed.

Enter Egan Hall through the door down the short set of stairs off 79th Street. Show the keycard to the black square with the number pad. Key in the code (given to you by the Admin Assistant) then # sign.

Note: The Coffee & Donut keycard ONLY works on Sundays from 6am – 3 pm.

You will need to prop the door open when people are due to arrive.

Make coffee: 1 pot of regular and 1 of Decaf

Coffee maker is right past the Coffee & Donut Closet, through the door and on your left. Instructions are to the left of the coffee maker. Make sure coffee pot is on. Put filter in basket. Fill with 2 big scoops of coffee (there is a cup in the coffee can). Put urn under basket, make sure the inner lid on the urn is open to let coffee go into urn, and hit “Large Brew”. It takes 7 minutes to brew. So Easy!

Tea/hot chocolate: There is a red hot water dispenser lever between the two coffee pots on the coffee maker.

Fill a couple of the white thermos pitchers with hot water for tea/hot chocolate. If there’s no hot chocolate, just put out the tea.

Cold drinks: There are pitchers for water in the Coffee & Donut closet. Use the ice maker next to the coffee maker. If there is any drink mix (lemonade, Crystal Lite, etc...) you can make pitchers of that.

Put out supplies: In the Coffee & Donuts closet you will find tea, coffee stirrers, sugar and sweeteners, cups, creamer, basket for \$ donations. Put napkin dispensers on donut tables and on all drink tables.

Half and Half is in the refrigerator next to the ovens at the end of the kitchen. There is a small pitcher for the Half and Half in the closet.

Put coffee, tea, hot water, hot chocolate etc. on one of the round tables and the cold drinks on the other one. Donuts on the long tables with the napkin holders and donation basket.

Coffee and Donut Replenish between masses

- 1) Refill the cream pitcher(s).
- 2) If need be, put out more juice.
- 3) Top off or replace the hot water in thermoses.
- 4) Wipe surfaces and make things look fresh.
- 5) Consolidate donuts.

Coffee and Donuts Clean-up

- 1) Please take the plastic windows out of the donut boxes and discard, then leave the boxes on the counter by the garbage cans. They will be taken to yard waste.
- 2) Wipe down tables.
- 3) Place donation money and the keys in the Coffee & Donut closet.
- 4) Dump coffee grounds into the compost bin. Wash/rinse the coffee urns.
- 5) Wash the creamer container and any juice pitchers used.
- 6) Put all supplies and dishes back in the Coffee and Donut closet.
- 7) If there are left-over donuts, please take them to the Admin Building for the teachers to enjoy the next day, or take them home if you want. To get into the Admin building, use the purple door. Show the keycard to the black square with

the number pad. Key in the code (given to you by the Admin Assistant) then # sign. Once inside, you will need to show the keycard again to the black square with the number pad to the white interior door. You will not need to press the code; just pull on the door handle.

8) Enjoy the rest of your Sunday, knowing you've done a good deed!

If you have any questions, Chris Sourov at 425-218-7342 or mr_and_mrs_so@hotmail.com or Rachael Groark at 206-459-6125 or rachaelgroark@gmail.com.