

Instructions for Coffee and Donuts - Parish Admin Building

Friday - Before 4:00 pm, someone needs to 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 - Someone needs to pick up the donuts from the **Safeway located on 15th and 85th St** (the donuts will be paid for). Bring the donuts to Egan Hall or the Parish Office at 8:30am. Thank you!

Use the purple door, to get in the building. 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 next to the white interior door. You will not need to enter the code; just push the door in, then pull on the door handle to enter.

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

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

Most supplies are in the kitchen cabinets labeled “Coffee and Donuts” – to the right of the sink against the wall.

Make Coffee:

Coffee is located under the counter to the right of the sink.

Regular coffee:

Please use the percolator on the counter to the left of the sink.

PLEASE NOTE: It takes 40 minutes to percolate, it must be plugged in by 8:45.

Here’s how you prepare it:

- For a full pot, fill the urn with water up to the “60 cup” line.
- Put 6 cups of coffee into the metal basket. **NO FILTER NECESSARY!** (There is a one cup measure marked Coffee & Donuts in the cabinet above the coffee counter.) Place the round, flat, metal lid onto the basket. Put the metal stem into the “hole” in the bottom of the urn. Place the round metal basket onto the stem. Lock the domed lid on top.
- Put the percolator on the narrow table by the windows and plug it into the outlet under the table.
PLEASE DO NOT PLUG THE COFFEE POT INTO THE TIMER OR REMOVE THE TIMER.

Decaf coffee:

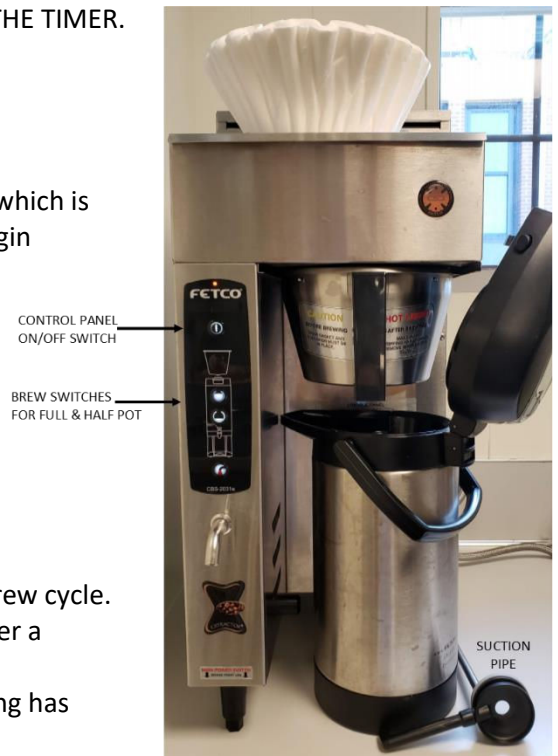
The coffee brewer is on the counter to the left of the sink.

If the coffee brewer is already on (the panel is lit), go to step 2.



1. To turn on the coffee brewer, press the main power switch, which is behind the front leg. The control panel on/off switch will begin flashing. Press this switch.

2. BREW switch is lit means it is ready to brew
3. Pull out the brew basket. Place a filter in the brew basket. For a half pot of coffee, put 1 cup of decaf coffee in the filter. Re-place the brew basket.
4. Make sure the dispenser is under the brew basket.
5. Press and hold the **HALF POT BREW** switch for 1 second to start the brew cycle. The BREW switch will flash, indicating that brewing is in progress. After a couple of seconds, coffee will start dispensing.
6. Before removing the brew basket or dispenser, make sure that dripping has stopped.
7. Place the suction pipe in the dispenser and close the lid.
PLEASE LEAVE THE COFFEE BREWER ON.
8. Lift the handle up until the lever lock drops into position, and engages the pump mechanism.



Tea/hot chocolate:

There is a hot water dispenser at the right of the sink in the admin building. Twist the circular top of the dispenser. 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 C&D cabinet. There is ice in the freezer. If there is any drink mix (lemonade, Crystal Lite, etc...) you can make pitchers of that.

Put out supplies: In the cabinets labeled "coffee and donuts" in the kitchen, you will find tea, coffee stirrers, sugar and sweeteners, cups (for hot and cold beverages), creamer, basket for \$ donations. Half-and-Half is in the west refrigerator. Use the stainless steel carafe in the cabinet for the half and half.

Coffee and Donut Replenish Between Masses

- 1) Refill the cream pitcher.
- 2) If needed, make more cold drinks.
- 3) Top off or replace the hot water in thermoses.
- 4) Wipe surfaces and make things look fresh.
- 5) Consolidate donuts.
- 6) Re-open the door with the rounded top. It locks automatically, so you need to prop it open with the doorstopper.

Coffee and Donuts Clean-up

- 1) Place donation money and the card key in the teal "EARL GREY IMPERIAL" donation canister in the coffee and donuts cabinet.
- 2) Please take the plastic windows out of the donut boxes and discard, then leave the boxes on the kitchen counter. They will be taken to yard waste.
- 3) If there are left-over donuts, please leave them on the tables by the windows for the teachers to enjoy the next day, or feel free to take them home yourself.
- 4) If there are left-over half-and-half, you can pour it back in the carton.
- 5) Wipe down tables.
- 6) Dump coffee grounds into the compost bin.
- 7) Wash / rinse the coffee urn and dispenser.
- 8) Wash the creamer container (there is a bottle brush) and any juice pitchers used.

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

