

Hospitality Sunday Guidelines for 9am Mass

Name _____ **Date** _____

If unable to work your assigned date or time, please log in to your web terminal on the internet, go to the My Schedule tab, and click on Request Sub. If you do not have access to the internet, please call Sherry at 763-479-0535 so she can request a sub for you. *Allow about an hour to get things ready before serving. Please remember to wash your hands.*

1. **Put out Sidewalk Signs** that are right inside the entrance to the Parish Center.
2. **Make Regular Coffee (DeCaf Coffee optional):** For Regular Coffee, use the 36-42 cup sized coffee pot which is on the bottom shelf next to the dishwasher/sink area. Fill with cold water to the 36-cup mark. In the cabinet under the sink in the dining room are the packages of coffee. Use one bag of REGULAR coffee. Plug coffee pot in near the water cooler – makes it easier to serve. For DeCaf coffee, just use the 12-cup coffeemaker – and DeCaf coffee is also in cabinet under sink in dining room. Use ½ bag of DeCaf coffee in the 12-cup coffeemaker and close up and return rest of coffee in bag to under sink in dining room – to be used the following week. *(Please let office know if getting low on coffee.)*
3. **Set out the Trays of Rolls** that are inside the bakery boxes. There are disposable gloves in the cupboard next to the water cooler. Cut the rolls in half on request. If you have extra rolls left over, put on one of our trays, cover with plastic wrap and put in the kitchen by the adoration chapel. **DO NOT THROW BOXES THAT ROLLS CAME IN.** Bakery wants them back along with the serving trays that rolls came on.
4. **Cups, Creamer, Sugar, Basket for Free-Will Offering:** Coffee and juice cups are also in the cupboard above the dining room milk cooler along with napkins. Creamers are in the walk-in cooler – put these in a bowl. Put cups & creamers on counter in front of coffee pot. The basket should be next to the microwave either on the counter or on the shelf above. Basket & napkins go on the opposite end of the counter where the line would start, then the trays, then coffee & juice. Sugar is in the drawer under dining room coffee maker. When everyone has been served, take the extra rolls around. Do the same with juice and coffee.
5. **Count Money:** Clear plastic money bags are on top of microwave *(please let office know if they are getting low)*. Mark the bag “Coffee & Rolls”, count money, and put in the bag. Drop the bag in the mail slot in the door of the old Parish Office.
6. **Clean Up:** Wash everything and wipe tables down. Put items away. Lock Kitchen door, turn off all lights including hallway and bathrooms, bring sidewalk signs back in and lock front door with Allen wrench key hanging on the left side of the entry way.
7. **If you have any questions or suggestions,** please call the Parish Office.

***We appreciate you volunteering for Hospitality Sunday.
Please don't hesitate to contact the office with any questions.
Ss. Peter & Paul: 763-479-0535***