

Hospitality Guidelines: For 7:30am Mass

If unable to work your assigned date or time, please log in to your web terminal online, go to the My Schedule tab, and click Request Sub.

- You should arrive 30 minutes before Mass to arrange the area. The door should already be unlocked for you. (Donuts will be in the entryway or the kitchen.)
- The janitorial staff will set up tables and chairs.
- Make regular and decaf coffee—use the 30-cup coffee maker for the regular coffee.
 - 1-1/2 cup(s) of grounds for the regular 30-cup pot
 - ? of cup(s) of grounds for the decaf pot
- Arrange 1 tray of donuts (trays located in the storage area).
- Juice and milk are in the refrigerator.
- Napkins are in the storage area. Coffee and juice cups are stored above the sink by the entrance to the kitchen. Sugar and creamer are under the counter. If no stir sticks are on the counter, set out spoons.
- Place the “Free Will Offering” basket on the counter for viewing. (*People will be entering from your left.*)
- Try to be one of the first ones down to the parish center to fill beverage cups.
- Serve the donuts from the counter. Fill thermos coffee pots in the cabinet under the large coffee maker in the social hall. Once people have gone through the line – you can serve them or set a pot on the table.
- After serving, check tables and chairs for sticky surfaces. Wash as needed.
- Restock trays and cover them with the box cover provided with the donuts. Make sure everything is set and ready for 10:30am Mass. **Place juice and milk back in the refrigerator and brew another 30-cup coffee and decaf pot, ensuring the coffee maker is plugged in.**
- Count the collected money and seal it in the appropriate bank bag; two people need to initial it. Place the bag in the office (slide under the office door).
- **Leave the front door unlocked when leaving.**

Hospitality Guidelines: For 10:30am Mass

- Try to be one of the first to get to the Parish Center after Mass.
- The area has been prepared by the 7:30am hosts.
- Check for sufficient napkins, creamer, sugar, stir sticks, free-will donation baskets, cups, etc.
- Juice and milk are in the refrigerator.
- Donuts are ready. Uncover and serve.
- Fill the thermos pots in the cabinet under the large coffee maker in the social hall and circulate with refills.
- Wash tables and chairs and dry mop the floor after serving.
- Write down how many donuts are left over on the Hospitality schedule.
- Encourage parishioners to take left-over donuts using the one-quart bags stored above the sink by the freezer.
- Clean coffee pots, trays, and silverware.
- Count the collected money and seal it in the appropriate bank bag; two people need to initial it. Place the bag in the office (slide under the office door).
- If there is someone with a key, they will lock the front door after you. If not, lock the main doors by turning the lock knob on the left door – verify the right door is in the locked position. Exit through the kitchen back door or the end of the main floor hallway door (make sure this door is pushed shut completely).
- Put any used/dirty wash clothes or towels in the main sink area. Staff will coordinate washing them.