

## Potluck Lunch Duties

If you run out or are low of any supplies please email/text/phone me so I may pick up more. Lea Darling, 518 275-6221, [leadarling27@icloud.com](mailto:leadarling27@icloud.com)

**You will need to pick up a pint of Half and Half. If you want to purchase Apple Cider or Iced Tea this is fine. Give all receipts to Sharon for reimbursement.**

### **Setup:**

- ❖ You will need to arrive 1 hour before Mass and stay till all is cleaned and put away after Lunch Time.
  
- ❖ Before Mass, in the kitchen you will find in the far corner of the wall with the small sink, most items needed for set up. Baskets with sugars, hot cocoa and tea bags, stirrers, measuring cup, coffee grounds, napkins, hot/cold cups, electric kettle, carafes, etc. Fill electric water kettle.
  
- ❖ Turn on ovens. Oven on the right use the very next 2 knobs. 1 is On/Off and the other is temperature—set to very low or 190-200 degrees.
  
- ❖ Tables should be set up with chairs. If you need extra they are located in the closet directly across the hallway with stairs from the kitchen door. Place tablecloths on tables found in the back of oven area under the counter where the coffee pots are. Do not place tablecloths on food tables, just hot pads found in the drawers next to the left side of the oven.
  
- ❖ You will find a rolling cart under the counter where the large sink is. Go around to the area in back of the stove/oven where you will find the 50 cup coffee urn-shiny stainless. Place on cart, take one small plate found in waist size white cabinets to the right of the urn for catching drips at beverage table. Take urn to deep sink where you can fill with cold water for 30 cups. Coffee grounds are on small sink wall. Measuring cup may be inside opened can of coffee or in revolving corner turnstile. Place 2/3 cup of grounds in strainer, put on strainer top and large urn lid. We are making 30 cups for Potluck lunch. Place sugars, cocoa and tea bag baskets, napkins, hot/cold cups, stirrers etc., on lower 2 shelves as the top will be for the coffee urn. Roll out to Gathering Area to place urn on the table on the left side where the hallway to the choir practice room and door to outside is located. Place the urn on the far left side of table where the electric cord will reach the outlet to its left down on the wall. Place the garbage can found on the wall where the readers congregate before Mass and place under the drinks table. Plug in pot making sure the light comes on. Place the small glass plate under the spigot to catch the drips.
  
- ❖ Pour Half and Half in a small pitcher (found in revolving corner cabinet) and put in fridge. Place a glass pitcher (found under small sink counter marked **Pitchers**) with water and place in fridge. Make lemonade ( packets found on back counter) place in fridge. If you'd like to bring a cold beverage i.e. apple cider for adults/children other than water that is fine.

❖ There are extra hot/cold cups, napkins, etc if you run out, on the shelves under the counter in the area where the coffee pot is kept.

❖ There are extra tea bags and hot chocolate packets, stirrers in cabinets under small sink counter. Extra hot/cold cups, napkins, etc if you run out, found under the counter in the area where the coffee urn is kept.

As folks come in with their dishes ask if it needs to go into fridge or oven and you or they place.

❖ **After Communion**, leave to heat water in electric kettle then pour into the labeled HOT WATER carafe on top of back counter. Take Half and Half, hot carafe and cold water/lemonade from fridge to beverage table.

❖ Start to place items found in the ovens on the tabs. Hot pads are located under the counter on the left of the ovens in the drawers. Put out clean towels located in drawers to the right of the fridge for folks to dry their dishes.

o **TURN OFF OVENS**, make sure they're off before leaving. Degrees should read 0 and OFF.

### **Clean up:**

The nice thing about our Potluck lunches after Mass, everyone is responsible for their own table/silverware, cup/glass and dish of food they brought to clean up.

When you see folks starting to get up, **make an announcement** for all to help put tables and chairs away. Also mention that the tablecloths need to be wiped off, folded and taken to the kitchen to be put away. You can leave the tables in the food room.

Get the rolling cart and washcloth/sponge to clean drinks table. Load all the items from the drinks table onto the cart and wash the table. Check floor for any food or drink splatters and spot clean with wet paper towel.

Put remaining items back in the corner, pour out remaining coffee in deep sink, grounds in garbage can, wash and dry. Put away pot along with cleaned and dried other utensils or dishes.

If towels/tablecloths/hot pads are soiled take home, wash and bring back next week.

***Thanks for your contribution today for our parish Potluck Lunch***