

## Putting out Beverages and Snacks

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. Give receipt to Sharon for reimbursement.

### Beverages

#### Set up:

- ❖ 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 20 cups. Coffee grounds are on small sink wall. Measuring cup may be inside opened can of coffee or in revolving corner turnstile. Place 1/3 cup of grounds in strainer, put on strainer top and large urn lid. We are making 20 cups for after Mass. Measure 1/3c(20 cups) of coffee grounds and 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. There is also lemonade mix you can make for beverage found in this area-once made place in fridge till after Mass. 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. The urn will be at 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. We use napkins for refreshments table, no small plates are put out.
- ❖ 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. If you'd like to bring a cold beverage i.e. apple cider for adults/children other than water that is fine
- ❖ **When last song starts**, 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. Take coverings off refreshments on table.
- ❖ 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.

### Snacks

#### Set up:

- ❖ **Before Mass**, get help to move the large table against the south wall under the stained glass window of Mary or in the classroom across from the kitchen into the middle of the Gathering Area for the social time. Find tablecloths in the kitchen behind the wall where the ovens are under the counter on the shelves near the back where you will find some white lace or plastic ones to put on the table in Gathering Area. Place plastic wrapped refreshments on tables along with napkins.

### **Clean up for Snacks and Beverages:**

- ❖ As most folks depart and the refreshments are mostly gone, you can begin. Clean off tablecloth and if not soiled, fold and put away. If soiled take home, wash, and return to church next week.
- ❖ Place refreshment table back against tabernacle wall or in classroom. Clean the platter, if it is one of OLG's please clean and dry, or take your serving plate home. Take a quick look around the table and floor to make sure there are no accidental dropped items. If there are, please clean up. Place beverage garbage can in kitchen so janitor will empty.
- ❖ If there are lots of freezable refreshments left that folks don't want, please take ziplock bags out of drawer or off back counter back where coffee grounds are, and put in bags and freeze in tall freezer in the back room of kitchen. Fresh produce should be taken home. If you don't want it, ask if anyone else would like it before throwing away.
- ❖ Get the rolling cart and bring 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 with soap found under small sink and dry. Towels are located in the drawers to the left of the small sink. Hot mitts are found on the left side of oven in drawers. Put away pot along with cleaned and dried other utensils or dishes. If towels/hot mitts/tablecloths are soiled take home, wash and bring back next week.

***Thanks for your contribution today for our parish Hospitality  
Time***