**Coffee and Cookies Procedures**

The kitchen will be unlocked after 8:15am mass. If for any reason it is not, please find a staff member or Father Joseph.

**Preparation**

The first step is to get coffee started, as it will take about twenty minutes for full carafes to brew. Exact directions are posted next to the coffeemaker, and they will guide you through the entire coffee making process. A few things to keep in mind:

* You will need to remove the metal stand that holds the small coffee carafe and put a large coffee carafe in its place. The large coffee carafes are under the oven.
* You will need to make to two large carafes of coffee. One for decaf coffee and one for regular coffee.
* Coffee/Cups/Filters are located under the coffee maker.
* Make sure the coffeemaker (apparatus) is set for “full”, as in a “full pot” and hit the enable button.
* Extra coffee labels (Decaf and Regular) are located underneath the coffeemaker.
* Please put out creamers, stir sticks, sweeteners and napkins. These are all located on the shelves to the left of the sinks.

Lemonade will need to be made. Lemonade mix is located on the shelves to the left of the sinks. Please follow the directions on the container and use water from the sink, as well as the pitchers that are hanging in the sink area.

Platters and bowls for cookies and other treats are located on the bottom of the center island in front of the refrigerator. There is ice in the bottom of the white freezer for drinks. About 4-6 dozen cookies should be adequate for the time after 10:30am mass.

Open the rolling window/doors. PLEASE follow the posted instructions CAREFULLY. If you are having an issue, please find a staff member or Father Joseph.

**Clean-up**

Rinse out the coffee carafes and put them back. Discard the used coffee grounds and filters, and PLEASE turn off the coffeemaker and put the metal stand back in its place.

Clean and wash all platters/bowls/pitchers. Place them on the drying rack to be put away.

Clean up all trash, and put away creamers, stir sticks, sweeteners and napkins, etc.

The stainless steel counters (especially the one in front of the window/rolling door) and islands MUST be cleaned off with the 409 Spray found by the sink. This is critical to keeping the kitchen neat and without pests.

If you have any questions, please do not hesitate to ask a staff member, Father Joseph, or one of our many helpful parishioners who will be present.