

Continental Breakfast Procedures

Neither the sponsoring group, nor any other group, may conduct a raffle during or in conjunction with the Continental Breakfast.

Personnel:

The following number of people is needed:

Set-up on Saturday - 4 to 6 helpers

Servers on Sunday (all Masses) - 8 to 10 helpers

Clean-up on Sunday – 4 to 6 helpers

Set-up:

Setting up the Saturday before the breakfast is very helpful. Check the master calendar in the Pastoral Center to see if Hall is available. If not, the organization using the Hall on Saturday evening is to set up for Sunday morning. Also check if the Hall is being used on Sunday afternoon/evening, if so you may not need to put away chairs and/or tables. **You must contact the organization to make those arrangements.**

Time served:

Continental Breakfast should be set up and ready for the end of **6:30am Mass** and continue after the **11:15am Mass**. The Sacristan will disarm the alarm at 6:30am. No Continental Breakfast after the 12:45 p.m. Mass.

Price:

The charges are to be **50¢** per item.

SET-UP PROCEDURE:

- 1) On Saturday sign out keys at Pastoral Center. The Hall key will open the following:
 - main front doors, off the gathering area
 - chair closets, on the NE wall corner
 - **rectangular** table storage, under the stage, **round** tables in N closets
 - janitor closet, on the NE wall
- 2) Make sure all restrooms are clean and fully supplied. Restroom supplies are in the Janitor's Closet.
- 3) Continental Breakfast paper supplies are in the kitchen on a cart. **You should bring your own paper towels and wash towels for clean-up.**
- 4) Coffee carafes are on the shelf next to the coffee machine.
- 5) Trays are on the shelves, cover with place mats.
- 6) Set up tables and chairs; arrange place mats at each table setting.
- 7) Prepare 14 to 18 gallons of orange juice.
- 8) Prepare coffee (coffee is ready in about 10 minutes).
 - a. The coffee maker is hooked up to a water supply.
DO NOT ADD WATER.
 - b. See Coffee Maker Procedures.
 - c. Make a pot of regular coffee.
 - d. Make a pot of decaf coffee.

FOOD:

Donuts are purchased from Mr. Good's Donuts at 626 796-7356. They will deliver the donuts to the hall in time for the 6:30am Mass. Call and place your order early in the week preceding your breakfast. Order approximately **65 dozen**. (**25 dozen maximum in the summer months**). They will give you a good variety of donuts.

Coffee: 3 to 4 lbs. **AUTO DRIP** regular coffee; 1 lb. decaf coffee.

(contact: *HF Community Services 403 6140 for FAIR TRADE COFFEE*)

Sugar: 1 lb. of sugar, plus a supply of Sweet and Low.

Cream: Large container of creamer.

Hot Chocolate: During cooler days, two or three large tins of instant hot chocolate or individual packets, which can be mixed with boiling water.

Arrangement:

SERVING TABLES:

Set service for two lines. It is suggested the serving tables form a "T" for a quick moving line. On serving tables, place donuts and trays with paper place mats on them, napkins first then cups for coffee and cocoa, sugar, creamer, stirrers, and juice. (The donuts stay fresher if left in and served from the boxes).

CASHIER:

A cashier should be at the end of each serving line. Start with an advance of \$50.00, divided as follows:

2 - \$5.00's = \$10.00

20 - \$1.00's = \$20.00

2 - Rolls of quarters @ \$10.00 = \$20.00

Decorations: Flowers or centerpieces add a lot.

CLEAN-UP:

Try to continually keep things clean and orderly after each Mass.

AT THE CONCLUSION OF BREAKFAST:

KITCHEN:

- ✓ Wash and put away coffee carafes, trays, and juice pitchers.
- ✓ Empty all coffee canisters of ALL coffee. Wipe machine clean and drain hot water into coffee drip tray and wipe clean.
- ✓ Store all unused items back onto cart.
- ✓ Remove, **do not leave**, food items in the refrigerators, e.g. orange juice, milk, etc.
- ✓ Wash down and clean all counter tops, sinks, and kitchen carts.
- ✓ Put all garbage bags inside the dumpster, *not on the floor*, there is another dumpster behind the Church. Reline with new bags.

(PLEASE DO NOT DRAG BAG)

- ✓ Sweep and damp-mop floor, found in Janitor's closet.
- ✓ Turn off lights in the kitchen.
- ✓ Lock west side doors that exit to parking lot and connecting to Hall.

RESTROOMS:

- ✓ Clean and replenish supplies in both restrooms **during and after**.
- ✓ Sweep and damp-mop floors.

HALL:

- ✓ Wipe off and neatly put away all chairs and tables.
- ✓ Remove all decorations from tables, walls, or elsewhere.
- ✓ Remove all trash and deposit in dumpster, located in parking area. There is a second dumpster behind the Church.

(PLEASE DO NOT DRAG BAG, USE THE DOLLY)

- ✓ Damp mop (water only; **no soap or detergent**) and then dry mop the entire floor.
- ✓ Close tight the west doors exiting the side of the parking lot.
- ✓ Turn off lights in the **HALL ONLY, DO NOT TURN OFF LOBBY LIGHTS.**
- ✓ Lock the two double glass doors, floor lock and key lock.
- ✓ **DO NOT CLOSE/LOCK FRONT WOOD DOORS, BOOKSTORE IS OPEN.**
- ✓ Return keys to the Pastoral Center.

Thank you for your cooperation. Have a wonderful morning!