

Donut Sunday Procedure

Prior to Sunday

Order 17 dozen donuts on the Tuesday before Mass at Schnuck's (Ladue Schnucks - 725-7574 or Richmond Hts. Schnucks – 644-0510).

Order suggestion:

7 doz. glazed donuts

5 doz. chocolate long johns (ask Schnucks to cut these in half)

2 doz. white long johns (ask Schnucks to cut these in half)

3 doz. cinnamon rolls

Contact helpers. You need at least 4 people to manage this.

Pick up tax exempt letter, Escript card and keys to the school, cafeteria and OLOL supply closet from Christy Cooke (314-378-4004).

Save all receipts, you will be reimbursed for your purchases. Turn them in to the rectory.

Buy 5 gallons of orange juice and 1 quart of half and half. You may want to buy these items early in the week and store them – very clearly labeled – in the school kitchen refrigerator. Please make sure these items are on a shelf and the door is securely latched.

Jill Stapf will check the OLOL supply closet in the cafeteria prior to Sunday. There is a supply of cups; small Styrofoam for coffee and small plastic for juice, stirrers, napkins, coffee, sugar and sweetener. If supplies are low, call Colleen King (314) 277-5389.

Before Mass

Pick-up the donut order

Arrive with helpers around 8:15 to start the coffee and set up tables. Lock the outside door behind you during set up.

Instructions for brewing coffee are posted near the coffee maker. Use the silver insulated coffee pots. Decaf coffee has gone to waste in the past so we no longer offer it. The coffee goes very fast. Be sure to put out **small cups** so more people get some.

Set up the coffee on the “window wall” across from the cafeteria door. Don’t forget the cream, sugar, sweeteners, stirrers and small cups. Again, the coffee goes really fast, have one person in charge of watching the pots and bring them back to the kitchen to refill.

Set up 4 tables in a U-shape in front of the cafeteria door. You may use the plastic trays in the OLOL supply closet to serve the donuts. You may also use the white table clothes in the closet. Put out napkins.

Pour juice in small cups ½ full. Juice spills and kids don’t drink very much.

After Mass

Have a “greeter” unlock the door when the people start to arrive.

Serve the donuts, juice and coffee. Have one person stand by the coffee table and bring back the empty pots to be refilled. Have another person in the kitchen on refill duty. People get cranky when they don’t get any coffee.

Clean out the coffee makers.

Wipe tables, sweep floor and return tables to original position. Use paper towels and water to clean up any spills or dropped donuts. The cafeteria should look like you found it when you are done.

Return supplies to the PTA closet where they came from and lock the door. Take the table clothes home and wash them before returning them. NOTE: nothing is allowed to set on the floor in the closet by health code rules.

Please check both restrooms. Flush toilets and urinals and be sure they have stopped running before you leave. Turn off lights.

Take left over donuts to the teacher’s lounge.

Lock Cafeteria and school doors. Check the stairwell to be sure it is empty. Double check that the doors are locked.

Call Christy Cooke at (314) 378-4004 and return keys, Escript card and tax exempt letter.

I will have a copy of procedures in the PTA closet.