

Coffee & Donuts

Volunteer Guide

Thank you for volunteering for Holy Rosary. Hospitality is vital part of our Parish community and we strive to provide a welcoming spirit to everyone. Volunteering for C&D is easy, fun and social!

Important Notes:



This guide shows our current set-up in the School Hall. **We are all volunteers** and if you have a question, suggestion or better way, let us know.



Your children are welcome to assist at C&D by being Greeters and helping to clean tables. This is a great way for our Parish to see Children serving.



There will **always be a C&D Lead Volunteer** to assist with setting-up, cleaning-up and putting everything away.



All the supplies, coffee, food, etc. will already be in the School Hall kitchen.



Tables and chairs will already be set-up by HR Maintenance crew.

Two C&D Volunteer shifts at School Hall-Kitchen

- 8:15am-10:30am
- 10:30am-12:45pm
- Routine Set-up Photos are attached

Lead Volunteer Duties:

Will be either Alice Rose, Cheryl Cough, Chris Harvey or Stacey Smithberg.

- Will open C&D cupboard.
- The Coffee will be brewing—*always Regular on Right/Decaf on Left.*
- Dishwasher will be turned on.
- Lead responsible for counting and depositing of C&D donations.

Volunteers Duties:

1st Shift (8:15am-10:30am)

- Tablecloths on round tables and food/beverage tables.
- Set-up Food and Beverage tables (see photos).
- There might be a display/welcome table using a Cocktail table for times when promoting various Parish and/or School events (see photo).
- Cutting donuts, bagels, cheese, etc.
- Placing food on trays and then on Food table.
- Coffee, hot water, hot chocolate, cider, juice, creamer, water, etc. on Beverage table.
- Cleaning as you go in Kitchen and School Hall.

2nd Shift (10:30am-12:45pm)

- Replenish food and beverage trays.
- Regular coffee many need another 2nd half urn made.
- Clean-up the Food, Beverage tables, and all Round seating tables in School Hall.
- Wipe down the green reusable tablecloths.
- Help clean up in Kitchen.

Thank you for sharing your Gifts at Holy Rosary Parish!



C&D Sign—Found in School Hall (SH) Entry Way. Place outside SH Doors.



Welcome Table—For when there is anything to display. Table should be placed near entrance of School Hall

Food Table—View from South



Food Table—View from North



Beverage Table—View from Kitchen



Beverage Table—View from Stage

