

Refreshment Ministry Volunteers & Support: **September**

Below is the schedule for **Three Sundays (7, 21, 28) we serve in September**. Our KofC Council #12228 will serve a delicious **breakfast on September 14th**. We will **increase to 12 dozen donuts from Safeway**. **Al** will pick up from Safeway 7 Sept and Andie 21/28 Sept. Al out of town 16-25 September.

First Mass 0830 people, please prep coffee, lemonade, and **3 pitchers** of water setup, split donuts, and collect donations, with Safeway receipt in envelope, deposit in sacristy.

Second Mass 1030, check regular coffee and add if needed, refresh water pitchers, collect donations, accomplish cleanup, reset room per instructions on wall near hall switches, and notify us if you run out or have excessive leftovers so we can make adjustments.

All: Envelopes for donations & copy of the schedule are located in the black notebook in kitchen on shelf to left of microwave along with volunteer listing and contact numbers. Clean cups located in cart to left of coffee line. Set empty rack with **soiled / used** sign on table to right of coffee line for dirty cups and liquid bowl. If coffee pot does not start, **ensure center rod is firmly placed in slot**.

Procedure / Sequence for running dishwasher:

- a. **Start up:** Flip up the **power switch** to on.
- b. Bring some water into the tub by pushing black toggle switch labeled **Fill / start** to the left for approx. 15 seconds. Adjust as required. 1 inch is ideal as to not overfill. Note that soap is automatically dispensed during the fill cycle.
- c. Turn toggle switch labeled **Fill / start** to right to **start the dishwasher**.
- d. **Shutdown:** Push toggle switch labeled **drain** to right until water drained.
- e. Turn **power switch** down to off position.

Red Racks for dishwasher are kept in the pantry lower shelf right side to right of freezer. If coffee pot does not warm, verify center post is firmly in center slot, check reset switch on bottom. Call us if need assistance. A **set of pliers** is located in right hand drawer under microwave to assist in pulling out coffee urn.

8:30

07 Sept. Shonka 465-7914

21 Sept. Joslyn, 354-0144

28 Sept. Anderson 661-6167

10:30

07 Sept. Castellano 510-2548

21 Sept. Jiang, 491-9739

28 Sept. Suplisson, 703-625-0216



* Parish Staff requests each shift to **deposit the empty donut boxes in the outside metal dumpster**. It helps to **break down the corners** prior to carrying.

Thanks for your gift of time in service to our parishioners. Please call if any suggestions.

Al Batey // Larry Gray

649-3725 // 651-5920