

COFFEE & DONUTS VOLUNTEER DUTIES

- Coffee is already made. Pour into carafes at about 11:25 am. (Please do not allow children to do this task!)
- Put out butter & cream cheese, as well as cream. These go over by the coffee.
- Put out the donuts & bagels. Pour orange juice, which goes on the table next to the donuts.
- Collect monies accordingly. (I ask if they need change, most will donate the change towards the scholarship fund!)
- For clean up: turn off & unplug coffee urns. Rinse out carafes and leave to drain. Clean out empty creamers. Consolidate butters, and/or cream cheese and put in far corner refrigerator. Put left over donuts & bagels either in a plastic container or baggies. (Iced ones should be refrigerated please!)
- Wipe off tables, fold tablecloths & pile on counter in the donut baskets.
- Give monies to the office.

Thank you for volunteering for this worthwhile cause! Many hands make light work!