

Pack 416/St. Joan of Arc Doughnut & bagel hospitality how-to guide

October 19 - Wolverines
November 23
December 28
January 25

February 22
March 22
April 26

There should be two shifts per den, each with 3 scouts and 3 parents.

Shift one - arrive at 8:45 am (Mass ends at 9:30)

Shift two – arrive at 11:15am (Mass ends at 11:30)

Scouts wear Class A uniform

Hospitality held in Weidner Hall (where our Pack meetings are held)

Most supplies will be found in the small kitchen to the right of the hall entrance.

===== **Shift one** =====

Furniture

You may need to set up chairs and/or tables. If not, set up six chairs per round table. Mary Ellen Upell should be somewhere between the sanctuary and the hall – she has keys to everything.

- Drinks are set on two tables along the wall.
- Bagels go on two angled tables on the right, near entry doors.
- Doughnuts go on two tables under clock wall (opposite stage).
- (see diagram on last page)

Coffee

- Coffee takes 45 minutes to brew, so this should be your first task!
- Fill water in big percolator pot to between 80-100 cups.
- Put 10 purple coffee packets in metal basket of percolator. Packets are in cabinet under microwave.
- Move percolator into Weider Hall using wheeled cart.
- Put on table and plug in.

Decaf coffee

- Decaf is made using auto-brew machine by microwave.
- Place empty carafes under dispenser, and press BREW button.
- Coffee is inside the machine – if you need to replace, check in refrigerator for another box. If none there, check w/ Mary Ellen.
- Brew 4 carafes and fill 4 of the shorter, metal coffee dispensers.
- Place 2 of the dispensers on the beverage table.

Lemonade

- Lemonade packets are found in cabinet under microwave.
- Make 2 large dispensers of lemonade.
- Place one large plastic bowl of ice near lemonade with metal scoop. Ice machine is in kitchen of building between church and Weidner Hall.

Coffee accessories

- Supplies found in cabinet to right of microwave.
- Fill 4 baskets, one with sugar, one with creamer, one with Splenda, and one with coffee stirrers. Place one additional empty basket on table for trash.
- Find two small square metal bins. Fill one with $\frac{1}{2}$ and $\frac{1}{2}$ (in refrigerator). Fill the second one with ice (to keep the $\frac{1}{2}$ and $\frac{1}{2}$ cool) and place it under the first bin.

- Set out four stacks of Styrofoam cups (by coffee), and four stacks of clear cups (by lemonade).

Bagels

- Find large baking sheet. In cabinet under kitchen island, you'll find tissue paper. Lay tissue paper on baking sheet, and place bagels on tissue paper. Use bagel box lid to cover bagels until serving time.
- Bagels need to be sliced in half. (Knife is in kitchen drawer on sink side of kitchen).
- Place two toasters on tables and plug in. Find plastic tongs (NOT metal) for pulling toasted bagels out of toasters.
- Place knives in plastic basket, also set out small paper plates and napkins.
- Find two small square metal bins. Fill one with butter and cream cheese (in refrigerator). Fill the second one with ice (to keep the spreads cool) & place under the first bin.
- Place donations bucket on bagel table, and serving gloves.

Doughnuts

- Set out napkins.
- Place donations bucket on bagel table, and serving gloves.

During the hospitality session, have two boys at bagel table to distribute and toast bagels, have one boy at doughnut table to hand out doughnuts. Boys should wash hands first, then wear gloves when handling food. Replenish supplies as needed.

Before leaving:

- Brew another huge pot of coffee for shift #2.
- Cover doughnuts and bagels with boxes or tissue paper.
- Replenish ice in cooling containers.
- Have 2 adults count donations & have both initial envelope that Mary Ellen will provide.
- Place money envelope behind the microwave (out of sight) in the kitchen for next shift.

===== Shift Two =====

Set-up

- Replenish depleted supplies, such as creamer, ½ and ½, ice for lemonade, napkins, butter, cream cheese, etc.
- Wipe off tabletops if there have been spills.
- Replace decaf coffee dispensers with two full decaf dispensers in kitchen.

During the hospitality session, have two boys at bagel table to distribute and toast bagels, have one boy at doughnut table to hand out doughnuts. Boys should wash hands first, then wear gloves when handling food. Replenish supplies as needed.

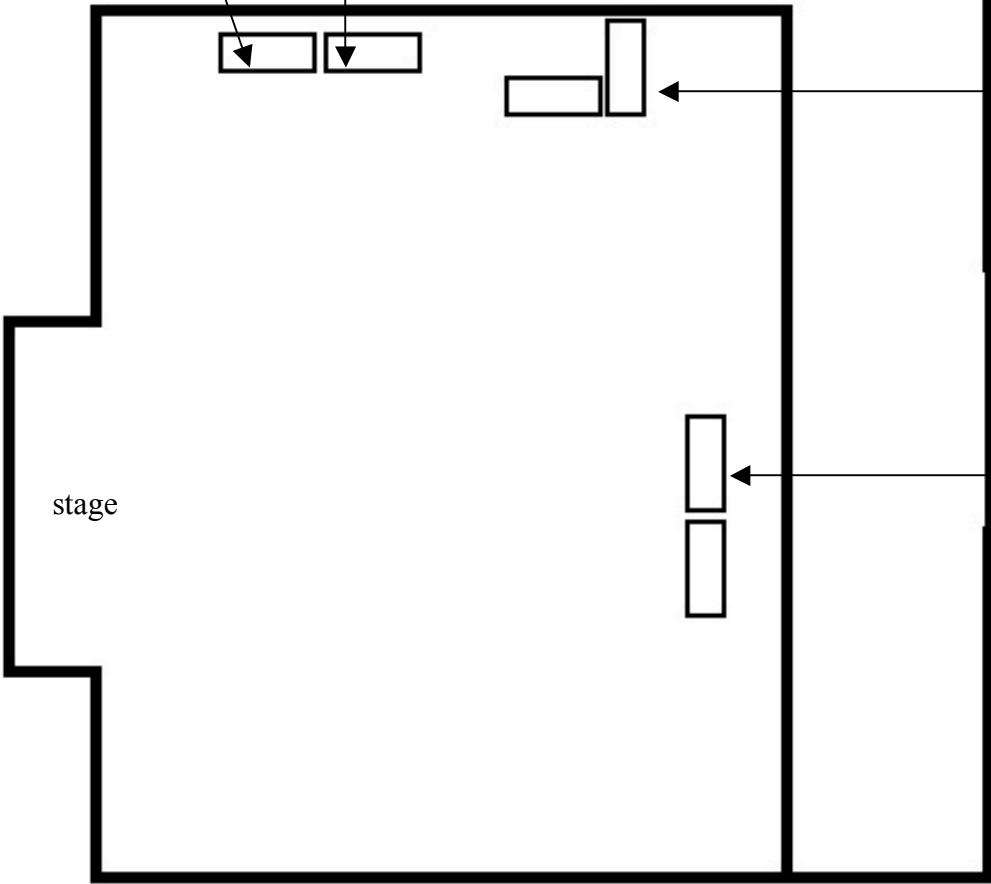
Clean up

- Leave coffee and lemonade out the longest.
- Once bagels and doughnuts are gone, move dishes, toasters, etc to kitchen.
- Wash dishes and put away (most storage areas are labeled).
- As crowd starts to leave, check with last few visitors to see if anyone wants more coffee. If they don't want more, then use cart to move coffee & supplies back to kitchen.
- Wash and dry dishes and put away.
- Place boxes and other garbage in available trash cans.
- Wipe down tables.
- Leave chairs and tables set up.
- Have 2 adults count donations, and have both initial envelope that shift #1 hid behind the microwave (out of sight) in the kitchen.
- Find Mary Ellen and turn in the envelope of cash.

- Lemonade with
- ✓ cups
 - ✓ bowl of ice
 - ✓ scooper

- Coffee station
- ✓ Regular coffee
 - ✓ Decaf coffee
 - ✓ sugar
 - ✓ sweetener
 - ✓ creamer
 - ✓ ½ and ½
 - ✓ stirrers
 - ✓ cups

kitchen



- Bagel tables
- ✓ bagels
 - ✓ 2 toasters
 - ✓ plastic tongs
 - ✓ gloves
 - ✓ plates
 - ✓ napkins
 - ✓ cream cheese & butter
 - ✓ plastic knives
 - ✓ donation basket

- Doughnut tables
- ✓ doughnuts
 - ✓ gloves
 - ✓ plates
 - ✓ napkins
 - ✓ donation basket