

2017.2018 St. James Kitchen Guidelines

ST. JAMES THE APOSTLE PARISH | 480 S. PARK BLVD | GLEN ELLYN, IL 60137

- 1) All Ministries and Organizations are responsible for purchasing their own food and beverages (with the exception of coffee) and if desired, color-specific paper products.
- 2) General kitchen supplies that are stocked in the kitchen closet (located at the back of the room) and may be used by all. **A full list of these items available for your use is attached.** Also attached is the contact of the volunteer who stocks those items so that if we run low on anything you used or will need, you may notify her.
- 3) If you are bringing food/beverages, etc. into the kitchen, **please do so only during the setup time you scheduled for your event.** There may be an event before yours that need use of the kitchen and refrigerator, etc. If you drop your supplies off early, they could end up being used by mistake. We have a lot of volunteers who serve at different events and help in the kitchen. They might not know that what is in the kitchen isn't for their event.
- 4) You may use any of the kitchen items you find in the cabinets . **Please just be sure to wash them and return them to their place in the cabinets.**
- 5) Leftovers **CANNOT** be left in the kitchen or freezer, etc. Again, there may be an event following yours that will need the refrigerator/freezer space.
- 6) Please leave all **USED towels and washcloths** in the laundry basket which is located on the counter near the sink. We have a volunteer who washes these between parish events.
- 7) Likewise, all garbage may be left in the trash cans, as the maintenance staff is responsible for disposing of it following parish events.
- 7) Please turn off the lights and lock the door to the kitchen when you are finished.

*Thank you for your cooperation in following these guidelines.
When we work together, we are able to best serve the needs of our parishioners.*

General kitchen supply inventory will be done the 2nd Thursday of each month, with items being purchased and stocked by the following Monday. If you are aware of kitchen supply shortages or in need of general supplies for an upcoming event, please contact Karen Daca (630.790.0548, karendaca@gmail.com). Please plan ahead; otherwise, emergency items will need to be purchased by the individual or event coordinator. All food, beverage, decorations, color-specific paper products are the responsibility of each ministry. Thank you!

All are welcome to use stock items in the **“GENERAL”** section of the kitchen closet.

General Kitchen Supplies Needed	Quantity
Coffee:	
<ul style="list-style-type: none"> • Decaf 	
<ul style="list-style-type: none"> • Regular 	
<ul style="list-style-type: none"> • Coffee Filters (drip coffee makers) 	
Creamer :	
<ul style="list-style-type: none"> • liquid single serve (no flavors) 	
<ul style="list-style-type: none"> • powder creamer 	
Sugar :	
<ul style="list-style-type: none"> • Regular 	
<ul style="list-style-type: none"> • Sweet/Low 	
Tea	
Stirrers	
Cups:	
<ul style="list-style-type: none"> • 10 oz, Styrofoam (coffee) 	
<ul style="list-style-type: none"> • 9 oz plastic tumbler (juice/Hospitality) 	
<ul style="list-style-type: none"> • 9 oz clear plastic tumbler (wine/Hospitality) 	
<ul style="list-style-type: none"> • 16 oz plastic tumbler 	
<ul style="list-style-type: none"> • Punch-type plastic cups (for sugar and creamer packets) 	
Plates:	
<ul style="list-style-type: none"> • Luncheon (large) 	
<ul style="list-style-type: none"> • Dessert (small) 	
Napkins:	
<ul style="list-style-type: none"> • Luncheon, basic (large) 	
<ul style="list-style-type: none"> • Dessert, basic (small) 	
Soup Bowls	
Table covering:	
Roll:	
<ul style="list-style-type: none"> • White 	
<ul style="list-style-type: none"> • Red 	
<ul style="list-style-type: none"> • Green 	
<ul style="list-style-type: none"> • Yellow 	
<ul style="list-style-type: none"> • Red/White checked 	
<ul style="list-style-type: none"> • Other 	
Rectangular and round	<i>Typically, each ministry will purchase as needed.</i>
<ul style="list-style-type: none"> • Standard stock – 6 ea: maroon, navy 	

Plastic-ware:			
• Forks			
• Knives			
• Spoons			
Storage bags, etc.:			
• Small (quart)			
• Large (gallon)			
• Foil			
• Plastic wrap			
• Paper Towels			
Cleaning, Drawer supplies:			
• Dish Soap			
• Dishwasher Soap			
• Table Cleanser (Spray Lysol, etc)			
• Throw-away gloves (food handling)			
Wipes			

7/2014



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COFFEEMAKER INSTRUCTIONS

1. With basket and stem removed, fill coffeemaker with COLD water. Marks on inside of coffeemaker show water level.
 2. Press stem into heating unit (well) in bottom of coffeemaker; put basket on stem. Put coffee in the basket. Spread evenly in basket, use the chart below to determine amount of coffee.
 3. Place cover on coffeemaker, twisting to lock cover in place inside handles.
 4. Plug cord into a 120 volt AC grounded electric outlet only. This rental item must be used on an isolated electrical circuit. This item will not operate properly on a shared circuit. Turn switch to 'on'.
 5. The coffeemaker will stop perking automatically. Coffee will remain at serving temperature as long as coffeemaker is plugged in (and/or if switch is 'on').
- TIP:** Before serving, unlock and remove cover. Using a hot pad, remove coffee basket and stem. If not removed bitter oils from the coffee grounds will drip into the coffee. Replace cover making sure it locked into the handle slots.
6. For serving by the cup, press faucet handle down. Release when cup is full. For a continuous flow when filling coffee server, lift handle straight up until it locks into the open position. Lower handle when full.
 7. When about three cups of coffee remain in coffeemaker unplug cord from the wall outlet (and/or turn off switch).
 8. To reheat coffee there must be at least 6 cups of coffee in the coffeemaker. Simply plug in (and/or turn switch on).



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How much coffee to use:

1. 100 cup Coffeemaker:

Water Level	Strong	Mild
100 cups	8 cups	6 1/4 cups
80 cups	6 1/2 cups	5 cups
60 cups	5 cups	4 cups
40 cups	3 1/2 cups	2 1/2 cups

Do not make less than 40 or more than 100 cups of coffee at one time.

2. 55 cup Coffeemaker:

Water Level	Strong	Mild
55 cups	5 cups	3 1/2 cups
45 cups	4 cups	2 2/3 cups
35 cups	3 1/4 cups	2 cups
25 cups	2 1/4 cups	1 1/4 cups

Do not make less than 25 or more than 55 cups of coffee at one time.

3. 30 cup Coffeemaker:

Water Level	Strong	Mild
30 cups	2 3/4 cups	1 3/4 cups
24 cups	2 1/4 cups	1 1/2 cups
18 cups	1 3/4 cups	1 1/4 cups
12 cups	1 1/4 cups	1 cup

Do not make less than 12 or more than 30 cups of coffee at one time.