



# Knights of Columbus Queen of Peace Council #5296 Pancake Breakfast



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## Event Chair Instructions

### Two Weeks prior to meal

- Send email to Tracy Schroedl “TSchroedl@saint-andrew.net” to get information into bulletin.
  - See Bulletin Ad below. (Needs to be in before Wednesday).
- Place ad in Star News. Star News contact is Sharon Newton 441-3500 (**announcements@ecm-inc.com**)
  - See Star News Ad below. (Needs to be in before Wednesday).
- Place food order for meats, eggs, and french toast. (See Breakfast Doc for quantity)

### One Week prior to meal

- Contact Tracy Schroedl (tracys@saint-andrew.net) to get keys to Church and Kitchen.
- Also, Ask Tracy to coordinate getting grill moved from garage to kitchen area.

### Day of meal

- Arrive about 6:30 am
  - Get coffee maker turned on. (Dial to 10)
  - Get water going for eggs
  - Get Griddle set up. (**Need to bring your own LP Tank!!!**) and **adjustable Crescent wrench**
  - Syrup containers and aprons are in KC Cabinet
  - Get Dishwasher prepped. (Close Drain, Press ON Button)
  - Get Serving Line prepped.
    - Close Drain, 1/6 full of water
    - Turn Eggs and Potato dials to about 7 and **Pancake and French Toast dials to 3**
  - Turn on Humidifier (Plug-in unit, Fill water tray to ½ full, set Humidity to 6, Heat to 7)
    - **Need to get temperature up to 160**
- Set tables
  - 8 chairs per side
  - KC placemats
  - Wrap silverware in napkin & place on tables, silverware is in lower cabinet by coffee maker
  - Place 8 coffee cups in center of table row
  - Place 2 stacks of Water glasses on each table row
  - 2 syrup containers per row
  - Fill water pitchers with Ice and Water. Place 2 per table row.
  - Place a few coffee thermos on front table for early servings, place rest of thermos on table 15 minutes prior to large rush. 1 Regular & 1 Decaf per table row
  - Place butter on paper plates. 2 plates per row.
  - Place Salt/Pepper on tables. 2 sets per row.
- Place Money Bowl by incoming door (Hang Free Will and Take-out signs)
- Place 300 plates by incoming door. Keep track of plates used to count # of people served. Don't let plates from dishwasher go back to this pile
- All servers must wear gloves.
- Put ice in metal serving dish to keep Milk and OJ cold. Don't pour too much too early, pour while serving
- See Kitchen Check Out form for clean-up and shutdown of Kitchen and Dining area.

### Monday after the meal

- Send email to Tracy Schroedl “TSchroedl@saint-andrew.net” to thank parishioners for attending and to thank KC Members that helped with the meal. \*Include in Knights Korner

**Bulletin Ad:**      **Insert in “Knights Korner”**

**PANCAKE BREAKFAST:**

**Sunday, May 15<sup>th</sup>**

**8:00 am - 12:00 pm**

**School Cafeteria**

We will be serving: Pancakes, French Toast, Eggs, Hash Browns, Sausage and Bacon with Milk, Juice, & Coffee. Enjoy a great meal and fellowship! Proceeds go to supporting Vocations. Any questions, please call Jim Witzman at 612-805-1846

**Star News Ad:**

Bev,

Please place the following ad in this weekends community news.

The Queen of Peace Council #5296 of the Knights of Columbus will be holding a Pancake Breakfast fundraiser on Sunday, March 15<sup>th</sup> from 8:00 am to Noon at the Church of St. Andrews School Cafeteria in Elk River. The all-you-can-eat breakfast will include Pancakes, French Toast, Eggs, Hash Browns, Sausage and Bacon with Milk, Juice, & Coffee. Free Will donation accepted.