



St. Jude's Knights of Columbus Council #7155
303 Hillcrest Ave, Marina, CA 93933

KNIGHT'S BREAKFAST

STANDARD OPERATING PROCEDURE & EVENT CHECKLIST

Created: 26 June 2026

Modified: 06 July 2026

Approved by C.A. Sessions, WGK

Description

A Knights of Columbus breakfast requires careful coordination between the kitchen crew, the floor team, and the parish coordinators to handle high-volume crowds efficiently.

This document is a comprehensive **Planning Worksheet, Checklist, and Watch Bill Roster** designed specifically for a Knights of Columbus Council pancake breakfast fellowship and fundraiser.

1. Planning Worksheet

Use these metrics to calculate your supplies and budget. For a standard Council breakfast, **assume 100 attendees** as a baseline and scale accordingly.

DATE: SUNDAY 19 JULY 2026		
Planning Metric	Standard Formula / Target	Target
Expected Attendance	Baseline: 100 parishioners	100
Ticket Price Target	Typical Price: \$7 ea	\$700
Pancake Mix	1 lb mix per 10-12 adults	7 lbs
Sausage / Bacon	3 pieces per person	300 pieces
Eggs	1.5 to 2 eggs per person	17 dozen
Coffee	1 gallon per 15-20 coffee drinkers	5 gallons
Financial Goal	Profit - Proceeds to Charities	\$300



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2. Event Checklist

1 Month Before

Action	Description	Owner	Complete
Secure Hall	Reserve the parish hall and kitchen with the church office admin.	PD	26JUN26 CS
Check Permits	Check local parish/city food handling compliance guidelines (as required).	Event Chairman	Verify
Promote Event	Place announcements on church website/calendar, on the Council Facebook page, printed signs throughout hall and parish.	PR	? Jacob Matta
Inventory Kitchen	Check Council storage for functional griddles, large mixing bowls, utensils, and confirm required kitchen equipment are functional.	Event Chairman	Good as of 12JUN26 but verify

WGK – Worthy Grand Knight
FS – Financial Secretary

PD – Program Director (DGK)
PR – Public Relations Director

1 Week Before

Action	Description	Owner	Complete
Finalize Menu	Determine menu / items for purchase	Event Chairman	?
Purchase Food	Buy bulk menu items, i.e. pancake mix, syrup, butter, eggs, sausage, coffee, juice, cooking spray	Purchasing Agents	Rey Cal/Bill out
Purchase Paper Goods	Stock up on plates, napkins, plastic cutlery, coffee cups, and heavy-duty trash bags.	Purchasing Agents	Rey Cal/Bill out
Confirm Watch Bill	Ensure all Brother Knights are locked into their scheduled shifts.	Event Chairman	?

Current Purchasing Agents : WGK / Treasure /1Y Trustee



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Day Before to Breakfast Morning

Action	Description	Owner
Thaw Meat	Safely transfer frozen sausage or bacon to the refrigerator Day Before (If required).	Hospitality Lead
Set Tables	Arrange tables, chairs, and centerpieces in the parish hall.	Set-up Lead
Set Up Beverage Station	Place coffee pots, sugar, creamer, and juice cups out for the morning.	Set-up Lead

- **0630:** Start coffee brewing and heat up the griddles.
 - **0700:** Begin cracking eggs and pre-cooking the first batches of meat.
 - **0900 (Doors Open):** Ensure the cash box has small bill change (\$1s, \$5s).
 - **During Event:** Regularly wipe down tables and empty overflowing trash cans.
 - **1200(Close & Clean):** Wash griddles, sanitize prep surfaces, sweep/mop hall.
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3. Watch Bill Roster (Shift Schedule)

Assign Brother Knights to specific stations. Splitting the day into **Shift A (Setup & Early 0800 Mass Crowd)** and **Shift B (Late 1000 mass Crowd & Cleanup)** prevents volunteer burnout.

Shift A: 0630 – 1000 AM

Position	Name
Event Chairmen / Hospitality Lead	Larry Capiton
Kitchen Staff	
Kitchen Staff	
Set-Up Crew Lead	Rudy Quidileg
Set-Up	
Server	Cayden Sessions
Server	
Server	
Admissions / Cashier	

Shift B: 1000 – 1200

Position	Name
Event Chairmen / Hospitality Lead	Larry Capiton
Kitchen Staff	
Kitchen Staff	
Clean-Up	
Clean-Up	Verne Jose
Server	Verne Jose
Server	
Server	
Admissions / Cashier	

Submitted by Event Chairmen

Reviewed by Program Director

Approved by Worth Grand Knight
