

## KITCHEN USE INSTRUCTIONS

**Authorized Use:** The Church Kitchen can only be used for those purposes authorized and agreed to by the Kitchen Coordinator or supervising Church personnel.

**Food Supplies:** Groups or individuals using the kitchen are responsible to provide their own supplies. Food, tea, coffee, drinks, sugar, etc., as well as paper products (napkins, cups, etc.) Items that are already stocked in the Kitchen are for church use or other regular user groups.

**Outside Caterers:** Food may be prepared by outside caterers and brought to the church. Use of Kitchen Equipment and/or utensils by catering staff must be pre-approved by Church Personnel.

**Food Service:** Renters, user groups or caterers must provide their own servers.

**Safety & Hygiene:** The handling, preparation, serving and consumption of food can present potential hazards, including the possibility of injury to those persons preparing the food, as well as illnesses to those consuming food arising from food borne illnesses or food allergies. Food safe practices and the safe washing methods posted in the kitchen must be followed at all times.

The renter or user groups are responsible to confirm that caterers or others preparing food are Food Safe certified.

**Washing Dishes:** Dishes, pots, pans, cutlery must be washed following one of the two SAFE methods posted. If using the Dishwasher, follow directions posted on the dishwasher.

Coffee Urns are to be thoroughly cleaned, not just rinsed.

**Counters & sinks:** All counters must be cleared and sinks and counters thoroughly wiped with hot soapy water after every function.

**Leftover Food:** Please take home with you all leftover food.

If you would like to donate leftover food for another church function, this must be pre-arranged with the Church Secretary to determine whether it may be appropriate. Only if pre-approval has been given, leftovers must be labeled clearly with the contents, date packaged, for whom it is intended and the name of the donor.

**Garbage:** Garbage with an odor must be tied up and deposited in the garbage bin OUTSIDE. The key is hanging by the kitchen exit doors.

**Floors:** The floor must be swept and damp-mopped if soiled.

**Tablecloths & Linen:** All Tablecloths and Linen (towels, cloths, etc) must be signed out when removed from the kitchen and must be properly laundered, folded neatly and returned to the Church promptly, unless other arrangements have been pre-arranged with the Church Secretary. See *Tablecloths Cleaning Instructions* for precise instructions with regards to cleaning tablecloths.

**Before you leave:**

- Wash all dishes, pots, pans, cutlery.
- Put everything back in its proper place.
- Remove all food products from cooler and turn off cooler.
- Take out Garbage.
- Clean Floors.
- Table Cloths – Arrangements for Cleaning.
- Turn off dish washing machine and overhead fan if applicable.
- Close and secure kitchen windows, turn off lights.

Office Use: Event: \_\_\_\_\_ Date: \_\_\_\_\_ Person Responsible: \_\_\_\_\_ PH: \_\_\_\_\_