

## **KITCHEN USE POLICY**

The following policies are designed for the benefit of all persons who use the kitchen. It is our goal to create a sanitary, healthy, and safe food preparation environment. Use of the kitchen by individuals and groups will be authorized through the Church Office ONLY in order to prevent scheduling conflicts with regular church activities. Priority for kitchen use will be given to groups preparing food for church events first. When funeral meals (or other emergency situations) conflict with previously scheduled events, resolution of the conflict will be at the Pastor's discretion. No person will be authorized to use the kitchen for any purpose other than to fulfill the need of a church sanctioned event. The exception to this will be the preparation of items to be taken to shelters or homebound persons. Use of the kitchen by outside caterers to cook food is NOT permitted. Permission for other exceptions must be granted by the Board of Trustees. Preparation of any item that will be sold for profit (other than church-approved fund raisers) is prohibited.

## **GUIDELINES**

1. There must be at least one person present that is familiar with the kitchen facilities and equipment operation.
2. There must be adult supervision at all times when children are present.
3. For proper health and sanitation reasons, adults not working and children under 12 must not be in the kitchen area when food is being prepared or served.
4. Those using the kitchen must observe strict rules of sanitation; hand washing and use of plastic gloves is mandatory.
5. Indoor use of tobacco products is not permitted.
6. Meat should not be thawed at room temperature. It should be placed in the refrigerator for an appropriate time to be thawed.
7. Kitchen equipment and dishes must be washed, dried, and stored before leaving.
8. The stove and ovens must be wiped clean of all spills after each use.
9. Coffee makers must be wiped clean and coffee pots washed, rinsed, and dried after each use.
10. Sinks, counter tops, prep tables and all other surfaces must be cleaned with disinfectant.
11. The kitchen floor must be swept after each use and mopped when necessary.
12. All garbage and trash of any kind must be removed to the dumpster before closing the kitchen.
13. Empty cans, bottles, and containers must be disposed of in the trash or placed in the recycling bins.
14. Opened food and beverages must be dated. Food left after seven days will be disposed of properly,
15. All equipment must be turned off and windows and doors closed and locked before leaving.
16. All used dish towels and linens must be gathered to be laundered and returned within four days.
17. Any issues with the equipment or facility must be reported to the church office immediately.
18. Use of the kitchen will be denied to any group who abuses the privilege or disregards policies.
19. To ensure adequate ice for church sanctioned events, ice should not be removed from the ice machine for personal use.
20. No equipment may be removed from the kitchen for personal use.
21. Supplies bought by the church may be used only for church sanctioned events.
22. The Reach Team will be responsible for cleaning out the kitchen in May of each year.