

## **Kitchen Use Policies & Guidelines** **(Revised January 2014)**

### **GENERAL INFORMATION:**

- 1. Requesting use of church kitchen:**
  - a. Check the church calendar and call church secretary to verify date.**
  - b. Complete the Kitchen Use Request Form stating the group / reason for the use, the person in charge of event, and return to church secretary.**
  - c. The church secretary or person in charge of event will contact the Fellowship Team coordinator.**
  - d. Person in charge should post event on the kitchen calendar located on back of kitchen door.**
  
- 2. Instructions for using the convection oven and microwave and coffee maker are posted near the appliance.**
- 3. Coffee and filters will be available for brewing for church activities along with cups and condiments.**
  
- 4. All dishes, utensils, etc. used should be washed, dried and placed in their proper place prior to leaving the premises. This includes coffee pots / makers.**
  
- 5. Clean stove, oven and any other appliances when used. This includes the inside of the oven when spills occur.**
  
- 6. Any food placed in the refrigerator or freezer must be covered tightly and labeled with name of person leaving food and the date of the event. Labels are available for your use and located on the refrigerator and freezer. Food left in refrigerator for a period of one week will be discarded. Freezer will be checked periodically and food items disposed of as needed.**
  
- 7. Kitchen utensils and equipment are not available for loan off the church premises. This includes punch bowls, tablecloths and beverage dispensers and the like.**
  
- 8. Coolers are available for check out from the church kitchen at any time. If a group or team needs to use a cooler, please contact the Fellowship Team Coordinator to make sure they are available. Coolers should be cleaned and ready for the next use when they are returned.**
  
- 9. Kitchen floor is to be swept and any spills mopped up prior to leaving.**
  
- 10. Leave kitchen clean – Refer to Kitchen Check Sheet.**

11. Trash should be put in plastic bags, tied, and placed in dumpster (located behind the garage).
12. The dish towels, aprons, hot pads, dish cloths, etc. are to be taken by the person in charge of the event, washed and returned to the kitchen within 5 days.
13. A two week written request for paper products must be made to the Fellowship Team Coordinator for any church-wide related activities. Paper products for church related activities, ie. Sunday School Classes, will not be furnished. It is the responsibility of those individuals to provide such items. (See Kitchen Use Request Form).  
Church-wide activities include the entire church being invited. Church related refers to Sunday School Classes, Healing Hearts, etc.
14. Items such as tablecloths, trays, etc. are available for church-wide activities. Some items are stored in a secure place. *This does not include weddings, etc. where it is the responsibility of the caterer or individual to provide such items.*  
  
Table appointments needed for church related activities are available upon request to the Fellowship Team. It is the responsibility of the person / group using the tablecloths to return them to the church within 5 days, clean and in good condition.
15. Anyone or group using the kitchen facility should adhere to the guidelines as stated. *Always complete the Kitchen Check Sheet for the Fellowship Team after each use.* This will alert the team of any situations and/or problems which need to be addressed in a timely fashion.
16. The purpose of these policies is to always provide a clean kitchen upon your arrival. Please report any infractions to the Fellowship Team Coordinator.
17. If a key is needed for a requested Kitchen activity, one must be obtained from the church office.