



Kitchen Usage Information

Rev. 6/20

The use of the kitchen goes through the same reservation procedures as other rooms within the church. However, please understand that the kitchen is one of the most used rooms and needs to be kept in pristine condition for the health and safety of others. Please note the following guidelines on the use of the kitchen.

We ask that all **outside groups supply their own paper goods and food items** mentioned below, including but not limited to plates, eating utensils, cups, coffee, and tea.

Refrigerator/Freezer Use

Please label all food placed within the refrigerator or freezer to ensure that no other parties will use your food items. Please remove any food items that belong to you/your group after your event. **Make sure all refrigerator and freezer doors are closed.** The freezer doors are to remain locked after use. The key is hanging on the refrigerator door. Items left in the refrigerator will be disposed of at the discretion of the staff, volunteer kitchen coordinators or Faith UMC's Board of Trustees.

Food Policies

If you plan to store food at the church for 24 hours prior to your event, **please contact the church for any calendaring conflicts.** Please do not store food in the kitchen longer than a week. All non-perishable food kept in the kitchen should be labeled and placed on the table next to the microwave prior to your event.

Food handling should be taken seriously in the kitchen and disinfection of all cooking surfaces, cutting boards, knives, tables, and floors are necessary when preparing raw meat. Please refer to the clean-up section below.

Coffee Makers and Hot Water

Coffee Makers are located on the kitchen counter as well as under the island counter. Coffee grounds and filters are located in the right side of the kitchen counter cabinets, though the 12-cup coffee makers have washable filters in them. Please refer to the measurements and instructions on the inside of the cabinet door and the wall next to the industrial coffee maker when using the large coffee makers. **Please provide your own coffee.**

The hot water makers are always on and perfect for hot tea use. Please use the aluminum pitcher above the hot water maker to fill and pour into the teapot/carafe to prevent any scalding. Minors should not be allowed to use the hot water makers without adult supervision.

Sink Usage

Although there are five sinks in the kitchen for use, please note that the various characteristics of the sinks.

- The three sinks to the left are connected to the same drain and **the drain catcher below needs to be emptied after using the kitchen.** Please do not use all three sinks at once to prevent flooding.
- The two outer industrial sinks have individual drain catchers that need to be cleaned after every use as well as garbage disposals (The switch is located on the wall next to each sink). **All dishes and cooking ware are to be washed in these outer industrial sinks.**
- Dish soap is located above the sinks. **Please wash, rinse and disinfect all sinks after use.** Please try to not let any rice fall into the garbage disposals.

Kitchen Storage

All kitchen utensils and paper goods are located in the kitchen storage room for ministry use. **Outside groups should provide their own paper goods.** If anything is used in this storage room, please return all kitchen items to their original location and replace any used paper goods with new ones.

Stove/Oven Usage

The stove, oven, and griddle may be used if needed. **Please turn on the Kitchen vent hood when any of these appliances are used (metallic switch located next to the kitchen storage door). Make sure to turn off after use.** Griddle cleaning items are underneath the griddle, and we do ask that you **empty the griddle drip tray after use.** In the case that the pilot light goes out, contact the office staff or persons on the contact information list (after office hours) to help re-lighting the pilot lights. **Please be sure to turn off all burners and/or oven after use of the stove, oven or griddle.**

Clean-up Procedures

We ask that any group who uses the kitchen follows these clean-up procedures.

- Counters and Tabletops – Please wipe down all surfaces used with disinfectant spray located above the right industrial sink.
- Kitchen utensils – Place back in the kitchen storage in their appropriate drawer. Please try to fit pots into each other so that they all fit underneath the island counter.
- Stovetop – If used, please wipe down all stovetop surfaces. **Make sure all knobs are turned off and the vent hood is turned off. If the industrial stove is used (left of the main stove burners and the rice cooker) please turn off the yellow valve located in the back of unit.**
- Floor – Please sweep and if necessary, mop floor areas to restore it back to its original condition. Brooms, dustpans and mops/buckets are located in the kitchen storage.
- Appliances – Please wipe down any coffee makers used or the microwave if used with sanitizing spray.
- Sink – Please empty all drain catchers inside and below the sinks. Please wash, rinse and sanitize any sinks used.
- Trash – Please empty all trash bins located in the kitchen after use. Replace trash can liners. Dumpster in rear parking lot.
- Dish Towels – Need to be washed and returned to the kitchen at a later time.
- Food – Please take all food placed in kitchen home after your event.