

Foundation UMC Kitchen Use Procedures and Checklist

The two kitchens at Foundation UMC are shared spaces. Since we have no paid kitchen staff, please respect and honor our facilities by following our procedures and checklist. Please read and complete all of the items below so the next group finds it a clean, organized and hospitable space. We have a commercial kitchen in the Life Center (LC) and a residential style kitchen in Riley Center (RC).

After confirming use dates with the church office, schedule a check-in time with a kitchen steward team member. We’ll make the kitchen available to you for unloading groceries, orient you with the equipment you wish to use and check the areas below to ensure condition and proper use. Our goal is to have an immaculately clean and organized kitchen, free of bugs and church mice! You can assist us by respecting and safeguarding our equipment and facilities as you do your own possessions. Deposits are refunded after use and the checklist is completed with you by a member of the kitchen steward team or church staff. Failure to comply or damage equipment forfeits deposit without future use.

- ☐ In LC, clean and dry all **stainless steel surfaces** with stainless steel spray cleaner located in the kitchen closet/pantry.
 - o sinks
 - o countertops (wipe all counters prior to use, as building debris is still settling)
 - o stove, griddle area and oven doors
- ☐ Clean the inside and outside of all **ovens**, including **microwave** ovens. There are two the LC and one in the RC.
- ☐ **Refrigerator/Freezer** – leave clean and orderly
 - o clean inside and outside (LC stainless doors w/stainless cleaner)
 - o **remove all left over food** from your event
 - o press all doors firmly to ensure doors are closed properly
- ☐ **Wash** all pots, pans, roasters, crock pots, utensils and chafing dishes with hot, soapy water, dry and return to their designated location.
 - o Use water with steam-trays/chafing dishes; do not use water with roasters.
- ☐ Use only hot water to thoroughly rinse **coffee pots**, dry and return to their designated location.
- ☐ **Ice Machines**
 - o LC – Check ice level 24 hours prior to use. If ice level is not adequate and red light is flashing, press the red light button, wait 2 seconds, then press green button to begin ice production. Ensure scoop is on scoop rest inside.
 - o RC – Check to make sure scoops are placed in scoop slot (inside left). Break up large ice blocks to begin production.
- ☐ Sweep and mop **floors** using broom in LC closet or behind door in RC. Mopping is only necessary for spills.
- ☐ **Tables and Chairs**
 - o sanitize tabletops with cleaners
 - o put soiled towels in buckets under sinks
 - o check chairs for food spills and clean when necessary
- ☐ Do not use the LC **dishwasher** unless a member of your group has been instructed in the use of this equipment. If used, leave empty and clean. The RC dishwasher is just like your home dishwasher and may be used and emptied.
- ☐ Empty all **trash cans**. Tie trash bags and place in the outside bins located directly across outside RC kitchen door.
- ☐ **General Safety**
 - o wipe up spills immediately
 - o store knives safely
 - o know the location of the first aid kit, fire extinguisher, and emergency contact numbers
 - o unattended children are not allowed in the kitchen
- ☐ Final checks to conduct upon departure
 - o turn off all large appliances – ovens and stoves
 - o turn off and unplug all small appliances – coffee pots, mixers, toasters, etc.
 - o turn off all lights in the kitchen (LC including closet light)
 - o remove all food and decorations that are brought in for your event.
- ☐ Report damages or unusable equipment, shortages of paper products and cleaning supplies immediately to the church office.

Kitchen Steward Contacts

Jeri Saulsbury – 254-718-9356 Martha Beaver – 254-780-4868 Jean Gillespie – 254-778-3727

Check In Date: _____

User: _____

Check Out Date: _____

User: _____

KS: _____

KS: _____