



KITCHEN USE GUIDELINES

We want to ensure the health and safety of all members and guests of Messiah United Methodist Church and to promote proper usage of the church's facilities and equipment.

PRACTICE SAFETY FIRST AT ALL TIMES.

SAFETY FIRST requires each user to be alert to dangers, and to aid in avoiding them.

1. Exercise caution with the use of knives, stoves, ovens, and other hazardous items.
2. Keep the kitchen floor dry. Immediately clean up any spill.
3. Wash hands before handling food with special emphasis when handling uncooked meat, and any time you handle something that is not clean. Use the small sink for washing hands, NOT the large sink which is for food preparation.
4. Gloves and/or tongs must be used to serve food.
5. Please have another individual replace you if you are ill or think you are getting ill.
6. Immediately notify the Facilities Technician or the Duty Trustee if any equipment is unsafe or inoperable.

USE OF EQUIPMENT

1. Ask the Facilities Technician how to use any equipment that is unfamiliar to you. If you are using the kitchen for the first time, make sure to familiarize yourself and ask questions before your event.
2. Be sure to turn off any equipment that is not being used.

FOOD HANDLING AND PREPARATION

1. If you are dropping food off, label it with your name, date, event, and any directions.
2. If you are bringing food to the event, give your food to the kitchen team along with the warming and storing instructions. Claim all your dishes after the meal to avoid loss.
3. Again, wash hands before handling food. Use gloves and/or tongs for serving.
4. The hood fan shall be ON at the time of cooking and OFF at all other times.
5. Used oil and grease shall be stored in cans for disposal. Do not put oil or grease in the sink!
6. Do not put coffee grounds in the sink.

FOOD STORAGE

1. Label anything stored in the refrigerator with name, date, and event.
2. Unlabeled food, along with food stored more than three days, will be discarded.
3. Dishes and containers that held food discarded IAW #2 above will be held in Lost and Found for 1 month.

USAGE

1. Do not put food down the sink drains under the windows (they do not have garbage disposals).
2. Clean out the food trap under the dishwasher.
3. Be careful what you put down the garbage disposal. Do not put coffee grounds or potting soil down the drains. This is important since the same sewer line that serves the bathrooms close to the kitchen serves the kitchen itself. Hence, we don't want it to get clogged.
4. If guests use paper plates or plastic utensils belonging to the Church, please replace them.
5. If people have loaned plates and utensils for your function, please leave them labeled on the table.

BEFORE LEAVING THE KITCHEN

1. Clean all dishes and equipment used.
2. Clean all surfaces.
3. Clean the grill if used.
4. Drain the Steam Table if used.

5. Sweep and, if necessary, mop the floor.
6. Put everything away where it belongs.
7. Turn off all equipment.
8. Separate the trash and the recyclable materials.
9. Empty all trash cans and secure the bags. If physically possible, place the trash bags in the Dumpster bins at the rear of the church.
10. Make sure all windows are closed and locked.

FINALLY, TAKE A LAST LOOK AROUND. MAKE SURE ALL FOOD IS STORED, THE KITCHEN IS CLEAN, THE WATER IS OFF, AND THE FAN IS OFF.

BE SURE TO TURN OFF THE LIGHTS.