

Woodlake United Methodist Church
Kitchen Guidelines
(Created May 2013)

We are so blessed to have such a nice kitchen facility in our church and happy that so many groups benefit from the use of the kitchen. We all need to work to keep the facility clean and ready for the next group. This is a part of God's house and so it is our responsibility to keep it clean.

1. The kitchen doors will be locked as deemed appropriate. Keys that are issued on a temporary or permanent basis will be maintained by Director of Administration. Temporarily issued keys should be returned within 24 hours after the scheduled event.
2. Groups or individuals wishing to use the kitchen shall make requests by submitting an "Application for the Use of Church Facilities" form (available in the office or through the church website). A person trained in the use of the kitchen equipment must agree to be present at the time of use. The Church Office will maintain a current list of trained individuals.
3. The Hospitality Hostess, Director of Administration or Chair of Board of Trustees will inspect the kitchen after each scheduled event.
4. Groups may use any available equipment and utensils stored in the kitchen.
5. Groups are expected to bring and use their own paper supplies and food. Cleaning supplies to be used are posted in the kitchen.
6. The following information will be posted in the kitchen:
 - a) Phone contacts for questions and/or emergencies:
 - Hospitality Hostess – Gayle Turner – (804) 739-5473
 - Director of Administration – Pam Johnston – (804) 247-2550
 - Chair of Board of Trustees – Dwight Hargrave – (804) 739-3069
 - b) Kitchen Information.
 - c) Equipment use and cleaning instructions.
 - d) Checklist for restoring room to proper order.

Woodlake United Methodist Church
Kitchen Check List
(Created May 2013)

Group Using Kitchen: _____ Date: _____

Contact Name: _____ Contact Number: _____

Kitchen responsibility entails:

- **Respect for others**
(You use it, you clean it up. Leave it like YOU would like to find it next time.)
- **Health for all**
(Old food left in the refrigerator, food left in sinks and in garbage cans is a health hazard.)
- **Pride for our facility**
(The condition the kitchen is left in reflects directly upon the group who last used it.)

NO BLEACH TO BE USED IN KITCHEN. THANK YOU.

Please v off when completed

Coffee Machines:

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- Dispose of used coffee grinds and rinse drip container.
- Clean main containers, run water through taps, clean lids, wipe dry and place back.
- Wash out used coffee pots.
- Coffee brewer turned off.

Stove/Ovens/Burners:

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- Ovens and burners should be turned off and left in clean condition
- Convection ovens turned off, cooled and left in clean condition.
- Microwave oven-turned off, empty and left in clean condition.
- Warming oven, empty and left in clean condition.
- Range Hood turned off.

Refrigerator/Freezer:

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- Left in clean condition and closed.

Sinks and Garbage Disposal:

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- All sinks must be clean of debris and washed down with cleaner that is designated in the kitchen.

Garbage:

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- Trash must be bagged and placed in containers outside.
- All trash cans must be lined with new liners and no garbage left behind.

Dish Towels:

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- Please have someone in your group (*identify who that person is on form*) take them home to wash and return within 3 days.

Carts:

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- All serving carts left in clean condition and returned to Food Services Storage room.

Counter Tops:

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- All counter tops left in clean condition. **PLEASE USE PROPER CLEANER AS POSTED IN THE KITCHEN.**

Cooking Utensils/Cookware/Small Appliances:

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- Cooking utensils left in clean condition and returned to proper storage area/drawers.
- Cookware, pots and pans left in clean condition and returned to proper storage area.
- Small appliances left in clean condition and returned to proper storage area.

Floors:

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- Floors must be swept.
- Please mop if necessary, using **ONLY WATER – NO CLEANERS.**
- Mops and brooms are in the custodial closet located in the gathering space.
- Mop bucket emptied and returned to storage area.

Beverage Dispensers:

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- Emptied, cleaned, dried and return to proper place.

Before leaving/Final Check:

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- No food to be left on kitchen counter, stove, in oven or in microwave, convection and/or warmer ovens.
- All food must be taken with you.
- No dishes or utensils left to drip dry---please wipe down and put away
- Lights off in kitchen.
- Lock kitchen door.

Remarks:

If anything is broken, not working, missing or empty, please list below:

1. _____
2. _____
3. _____

Person Completing Check List:

Name [Please print]

Date

KITCHEN USE INFORMATION

Below is a list of basic information for use of the main kitchen. We will review the equipment starting on the left as you enter the room.

- 1) **THREE PART SINK** – This sink is for washing dishes and is set up for the wash-rinse-sanitize method. This means that the first sink is for soapy water, the second sink is for hot rinse water, and the third sink may be used for a sanitizing rinse. This can be either boiling water or a water bath mixed with a sanitizing solution (few tablespoons of bleach).
- 2) **STOPPING UP SINKS** – The way to hold water in these sinks is by turning the leavers under the sinks to the left – to unstop, move to the right. There are three separate stopper levers.
- 3) **HAND WASHING SINK** – Please use this to wash your hands.
- 4) **REACH IN FREEZER** – This double door freezer holds food for First Fruits. If you use this, please mark your items with your name and the date. If you have a lot of items to store, please check with Gayle Turner (804-739-5473 or 804-245-0478) for room availability. A freezer has been set up in the equipment supply closet to the left of the stage in the sanctuary that anyone may use for storage. Again, please mark with date and name, and be aware of your fellow kitchen users. The top cannot be used for any storage. It is open to the motors.
- 5) **ICE MAKER** – This makes 600 lbs. of ice in about 12 hours. Please use the ice scoops available to get ice. We are encouraging use of this in order to keep ice rotating out. Smaller scoops for service are in the top drawer behind you in the island. Our three beverage servers are stored on top. If these are used, please wash well with the gaskets removed from the lids. Dry well and replace with lids in containers.
- 6) **TWO PART SINK** – This sink is used for food prep only. Please do not wash dishes or hands here in an effort to eliminate as much as possible cross contamination of foods.
- 7) **COFFEE MAKER** – Use the plastic pitcher on top to measure water to pour in the top. All coffee supplies are to the right of the maker, in the cabinets to your left, and also in the beverage table stored in the equipment closet. Carafes, Styrofoam cups, and all other beverage supplies are in the rolling beverage table.
- 8) **HOOD FAN AND LIGHTS** – Please turn on the fan if you will be using anything under the hood. It will turn on automatically once a temperature has been reached under it and will not turn off until the temperature drops.
- 9) **STACKED CONVECTION OVENS** – These ovens are operated separately. Turn on by flipping switch to on and dialing the temperature. Fan speed may be set high or low. There is a separate dial for a time if you would like to use that. After use, you will flip the switch to cool to help the oven cool down. **Do not wipe the glass with anything until completely cool. This glass front can explode if it comes into contact with something cool while it is hot.** Once it is cool, you can wipe it down with a wet cloth to clean if necessary.
- 10) **VULCAN GAS STOVES** – The pilot light is always lit for these stoves. To use, simply turn knobs until the stovetop lights. The ovens work the same way and have degree marks on the knobs.
- 11) **REACH IN REFRIGERATOR** – The top shelf is set aside at the moment for staff lunches and youth beverages. Please do not place anything here on Tuesday or Wednesday. After those dates (First Fruit meal and prep), you may use the refrigerator. Again it is important to mark things with your name and date. Any item that remains in the refrigerator over a week will be discarded unless arrangements have been made.
- 12) **ROLLING GARBAGE CANS** – Please empty these after use. Garbage bags are under the three part sink. Garbage is out the back door and around the back of the building.