

**Otter Creek Church of Christ
KITCHEN USE POLICY**

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Kitchen Checklist

In the spirit of good stewardship, please complete the checklist before and after use of the kitchen facilities. Any failure to do so will result in the responsible party being asked to return and clean the kitchen properly.

Did you?

- Return all items used to proper locations (ex. Food items, paper goods, cleaning supplies, etc...)
- Wash, dry, and put away all dishes, coffee pots, and utensils
- Wipe down all countertops and sinks with sanitizer spray
- Wipe down all appliances
- Discard or remove any leftover food from your event. ***Room In the Inn*** food should be properly labeled and dated
- Make sure all equipment is turned off. Please check all equipment even if you did not use it.
- Sweep kitchen floor and mop up any spills
- Throw away all trash and take to the dumpster
- Put dirty linens in hamper beside sink for collection by linen service
- Pull down and lock pass-through windows, turn off all lights and lock all doors

*For safety purposes, children under 13 are not allowed in the kitchen.
Thank-you for your cooperation in keeping our facilities clean.*

Otter Creek Church

Guidelines for Use of the Kitchen

1.0 Supplies:

- .01 Paper products, cleaning supplies, coffee, cream, sugar, tea bags, etc. are available in appropriate cabinets to church groups. **Outside groups should supply their own.** If your group uses a large quantity of these items, please note this on the Kitchen Checklist. NOTE – These supplies are purchased from the Otter Creek regular budget: Therefore any group using large quantities of any kitchen item on a **regular** basis may want to make a contribution to cover costs.
- .02 Any Otter Creek kitchen utensils used should be washed, dried, and put back in place where originally found.
- .03 Please do not borrow any Otter Creek kitchen utensils, candle holders, etc.

2.0 Trash:

- .01 All paper, food, etc. should be disposed of in garbage cans in kitchen, these cans should be emptied into the dumpster, and new liners placed in cans.

3.0 Appliances:

- .01 All kitchen counters, stove tops, serving counters, etc. should be wiped clean after use.
- .02 If electric, gas, microwave ovens, or gas grill were used, they should be turned off and left clean.
- .03 All ovens and appliances should be turned off before leaving kitchen. Coffee grounds should be emptied and coffee maker should be left clean and UNPLUGGED. No water or food particles should be left in sinks or drains.

4.0 Cleaning:

- .01. Kitchen floor should be swept after each use and mopped when needed.
- .02 No leftover food or beverage should be left in refrigerator, freezer, cabinets or drawers of kitchen.
- .03 Any dish cloths or towels used by your group should be laundered and returned to their proper storage drawer as soon as possible.

5.0 Securing The Kitchen:

- .01 Kitchen serving gate should be left locked in the closed position.
- .02 Both kitchen doors should be locked upon leaving.
- .03 Damages of any kind to any kitchen facilities or items should be reported to Otter Creek's Staff or Kitchen Committee member for repair/replacement.

Otter Creek Church

Equipment and Supplies

The following items are available for use by all functions

1. Tables
2. Chairs

The following items are available for use by church members for church functions

1. Paper Goods (plates, cups, napkins)
2. Plastic Ware (forks, spoons, knives)
3. Water coolers
4. tablecloths

Tables and chairs are not to be removed from church property except in cases of offsite ministry events. Tablecloths are not to be removed from church property except for laundering purposes. There will be a fee assessed for any tablecloths not returned in the amount of replacement value.

Tables, chairs, and tablecloths are not to be used for personal events offsite.

Thermostat:

The Digital Thermostat to the right of the small serving window controls the cooling of the kitchen. This unit does NOT heat the kitchen

To operate the thermostat:

1. Make sure the unit is set to cool. If the unit is "off," touch the box on the screen on the left side until the "cool" blinks, then press "done."
2. Use the up and down arrows on the right side to set the desired temperature. **The unit does not heat**
3. Return unit to "off" status before leaving.

Ice Machine

1. Ice machine should be closed when not in use.
2. Pull ice forward to keep the machine producing ice.
3. Scoops should be used when filling glasses.
4. When through, wash the scoops and place them in the scoop holder inside the machine

Gas Range and Ovens:

Stove top and griddle:

To light Stove Top:

1. **Turn on exhaust hood.** The switches are located on the outside of the exhaust hood; upper right corner
2. Make sure stove valves (located in the front of the stove) are in the off position.
3. Turn on main gas valve located behind the stove top. Vertical = off; Horizontal = on
4. Use stick lighter to ignite desired burner (Lighter is in the small desk drawer next to refrigerator)

To Shut down:

1. Turn all stove valves to the off position.
2. Turn off main gas valve. Vertical = off; Horizontal = On
3. Turn off exhaust hood.

Griddle:

1. Follow lighting instructions
2. Place griddle over a set of 4 burners

Ovens:

Top oven- turn on and set temperature. Pre heat for 15 minutes.

Bottom oven-(Convection oven) same as top oven- will cook faster if convection fan is turned on.

Cleaning of stovetop and griddle:

Clean up any spills and wipe surface of the cook top with a damp cloth. DO NOT use cleaning products on the stove top as it may leave a flammable film.

Coolers and Drink Dispensers:

Empty them and wash them with soap and water. They should be rinsed and dried, do not leave to drain on drain boards. Return to storage location on the top shelf in the kitchen pantry.

Pots, Pans, Serving Utensils, and Silverware:

All pots, pans serving utensils, and silverware are stored in marked drawers and cabinets. Ensure that they are returned to the proper location after use. Stock pots are stored on the Food Prep shelf and should be returned to that location.

Pots and Pan Sink:

Scrape excess food from pans into the garbage cans before washing. **Grease should not be poured down drain, but allowed to cool and put in garbage can.** Also check the rims of all pots and pans to make sure they have been cleaned. Dry all drain boards. Do not leave anything to drain on the various drain boards.

Cleaning Supplies:

Cleaning supplies are located in the cabinet to the left of the sink. Dish clothes, towels are located under the sink and aprons are hanging on the pantry door. Please drape wet dish towels over the sink divider to dry.

Trash:

All trash should be removed from the kitchen and dining room after an event. The dumpster is located on the West Side of the building inside a gated brick enclosure.

All trash cans should be refilled with liners for the use of the next group. Trash bags are located in the kitchen pantry to the right of the entrance on a shelf at eye level.

Freezer and Refrigerator:

The freezer and refrigerator are to be use for short term storage and anything stored in them should be dated and marked as to who stored it. **No flowers are to be stored in the refrigerator.** Any food left unmarked will be thrown away. Any food left in the refrigerator longer than 1 week will be thrown away.

Fire Extinguishers:

The pull for the extinguisher in the hood over the stove is located to the right of the door going into the Dining Hall. There is also a portable fire extinguisher located to the right of the door going into the Dining Hall as well as a fire extinguisher in the Fellowship Hall.

RETURN KEYS AND CHECK SHEET TO NANCY

KITCHEN CHECKLIST

It is the responsibility of the user(s) of the kitchen to clean it after use. Please follow these procedures:

Upon Arrival	Departure
<input type="checkbox"/> Fan above stove/oven must be turned on when cooking and turned off before leaving.	_____
<input type="checkbox"/> Wash, dry, and <u>put away</u> all dishes and utensils.	_____
<input type="checkbox"/> Clean out, dry, and <u>put away</u> coffee pots.	_____
<input type="checkbox"/> Wipe out microwaves, oven, and stove top, if used.	_____
<input type="checkbox"/> Sweep floor.	_____
<input type="checkbox"/> Mop floor, if necessary, using kitchen mop and mop bucket. Store mop upside down to dry out. Return mop and mop bucket to storage closet.	_____
<input type="checkbox"/> Wipe down all countertops with sanitizer spray.	_____
<input type="checkbox"/> Clean out sinks.	_____
<input type="checkbox"/> Return all paper goods, food items, and cleaners to designated places.	_____
<input type="checkbox"/> Make sure all equipment is turned off: stove, oven, and coffeepots. <u>Please check all equipment, even if you did not use it.</u>	_____
<input type="checkbox"/> Put dirty linens in the hamper at the end of the sink; throw away disposable handi-wipes.	_____
<input type="checkbox"/> Take trash to the dumpster; put new trash bag in trash can.	_____
<input type="checkbox"/> Return items brought into the kitchen from elsewhere to their proper places.	_____
<input type="checkbox"/> Pull down pass-through windows.	_____
<input type="checkbox"/> Turn out all lights.	_____
<input type="checkbox"/> Make sure both doors in the kitchen are locked and shut.	_____

Please use the following guidelines for dealing with Leftover food:

1. Do not leave any leftovers in the refrigerator or freezer UNLESS they are to be used for another event. Food must be marked as to the event and dated, and the appropriate person contacted about the food. Example: Food left from New and Prospective Members luncheon may be used for Room in the Inn. Food should be marked, and those in charge of Room in the Inn contacted. Any other food should be removed from the kitchen.
2. Date any food items on the day they are opened that will be used again. (ex. Mustard, mayonnaise, Room in the Inn food) Labels are located in the Desk Drawer
3. Food left and unmarked will be thrown away after one week. NO EXCEPTIONS

If the kitchen is not left in an acceptable condition, the responsible party will be called to clean it up.

Please Sign, Date and Return to Main Office

Name of Group using Kitchen _____

Signature _____ Date _____