

# Clemmons Presbyterian Church

## Kitchen Use Policy

The Kitchen Team recognizes that many groups and individuals of our church will use the kitchen as a support for their ministries, and that all ministries are equally important. It is imperative that everyone follow these guidelines to assure that the kitchen will always be clean and orderly.

### CARE OF EQUIPMENT

- Notebook for manuals with complete use and care instructions for all kitchen equipment is located on the wire shelf inside the pantry. A condensed version is available in the kitchen near the particular piece of equipment.
- If and when repairs are needed on any equipment, the Kitchen Team should be notified at [cpckitchenteam@gmail.com](mailto:cpckitchenteam@gmail.com). Please do not attempt to make repairs on your own.
- If purchase of new items is needed, submit a request to the Kitchen Team at [cpckitchenteam@gmail.com](mailto:cpckitchenteam@gmail.com) for approval. **DO NOT BRING OR DONATE HOME ITEMS TO THE CHURCH KITCHEN** (they are often inappropriate in design for safety and health standards of a commercial kitchen).
- Church owned utensils and equipment are NOT to be removed from the church kitchen or Fellowship Hall.
- Clean ALL kitchen equipment after each use.
- Gas stove and exhaust fan above are to be left ON at ALL times.

### GUIDELINES FOR KITCHEN USE

To reduce the risk of a food-borne illness as well as to protect personal safety, the following guidelines must be implemented when using the kitchen:

- Children under the age of 16 should be under the supervision of an adult when helping in the kitchen.
- Gloves should be worn when preparing and serving food.
- The 3-compartment-sink is for dishwashing only. Instructions are posted above the sink.
- The sink in the table behind the stove is for food preparation only.
- The mop sink is for filling the mop bucket with water and disposing of wastewater only.
- All foods prepared for an event must be either consumed at the time of the event or taken home by the event holder. No leftover food items are to be left in the refrigerator, freezer, counters, or pantry. All unlabeled or past date food will be thrown out. (Labels are available in the kitchen.)
- Basic staples and condiments may be used by ALL church groups. Check to see if what you need is available at the church before purchasing more.
- Use dishes stored in rolling carts first.
- Return items to their original designated location in the pantry after use.