

Clemmons Presbyterian Church

Kitchen Use Policy

The Kitchen Committee recognizes that many groups and individuals of our church 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. The kitchen and fellowship hall should be left as clean or cleaner than you found it.

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, please notify the church office. Do not attempt to make repairs on your own.
- If purchase of new items is needed, submit a request to the Kitchen Committee through the church office 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 or equipment are **NOT** to be removed from the church kitchen or Fellowship Hall.

GUIDELINES FOR KITCHEN USE

- Children under age 16 should be under the supervision of an adult when helping in the kitchen.
- Gloves **MUST** be worn during all phases of food prep and when handling ready-to-eat food.
- The 3-part sink is for dishwashing only.
- The 2-part sink behind the stove is for food prep only.
- Use only the ice scoop located inside the icemaker. Scoop should be returned to the holder after each use, not left in ice, to avoid contamination.
- Use the dishes, cups, and glasses located in the kitchen. CPC does **NOT** supply disposable paper or plastic products (with the exception of paper napkins). If disposable items must be used, the group must bring their own and take them home after the event. Any extras left will be thrown away.
- All food prepared for an event **MUST** be either consumed at the time of the event, taken home by the event holder, or taken to a charity immediately. **MOLD** will grow quickly in leftover food which contaminates the refrigerator.
- All pantry food items should be returned to the pantry after use, and not left to clutter countertops.
- 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.
- Any food spills in the refrigerator, freezer, microwave, oven, stovetop, convection oven, or warming oven **MUST** be cleaned up immediately. Spills come off much easier before they have been cooked on or dried on.
- **ALL** dishes, utensils, pans, drink dispensers, etc. are to be cleaned, dried, and put back in the appropriate storage space. Nothing is to be left in/on sinks, countertops, tables, or floors.
- Coffee pots should be cleaned, and reassembled after use, and put back under the counter for storage.
- **ALL** dish towels, dish cloths, and tablecloths used **MUST** be taken home, washed, and returned to the church **ASAP** by the group which dirtied them. **THERE IS NO DISH TOWEL FAIRY!** Please be considerate of others who use the kitchen.
- All trash must be bagged and placed in the exterior dumpster. Replace bags in trash cans. Recyclables should be put in recycle bin just outside back door of kitchen.
- All tabletops, countertops, cooking surfaces, and sinks should be thoroughly cleaned with sanitizer.
- Concerns about the condition of the kitchen and/or fellowship hall should be reported to the church office.

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Any use of the kitchen should be approved by the office. Each event should receive a policy and checklist form that is to be completed, signed, and returned after the kitchen use. Failure to turn in this sheet could result in loss of deposit, charges to committee, or suspension of future use of the kitchen. If you do not know how to work the equipment, it is your responsibility to find out before your event. If the kitchen is not clean when you arrive, please let someone in the office know!!! If a section of the kitchen is not used, simple mark "NA" on the checklist.

Check When Done	Job to Complete	Initials of Responsible Person
X	<i>Example</i>	<i>BM</i>
	Use fans for stove, ovens and dishwasher	
	Wash ALL dishes and utensils in dishwasher	
	Wash ALL cookware in 3 compartment sink with soap and water	
	Turn off stove, as well and light and fan above stove	
	Turn off exhaust fan and light for convection oven	
	Turn off, drain, and clean steam table	
	Turn off and drain dishwasher	
	Turn off dishwasher exhaust fan	
	Clean dishwaasher strainers, sink insert,and drain (leave no food particles)	
	Clean all kitchen surfaces with soap and water, leave clear. Dry water spots	
	Clean sinks and sink strainers	
	Clean stove, grill, grease trap beside grill, and microwave, if used.	
	Clean coffee makers-wash urns and leave top off to dry	
	Return pantry items to proper place.	
	Turn off pantry light	
	Make sure floor and door areas are clear	
	Sweep kitchen floor with broom located in janitor's closet	
	Wipe all tables with sanitizer	
	Sweep floor in fellowship hall with broom located in janitor's closet	
	Reposition tables and chairs as you found them	
	Take out all trash (leave NO food in trash cans)	
	Put new liners in trash cans (new bags in janitor's closet)	
	Take recyclables to recycle bin located out back door of kitchen	
	CPC groups- Take dirty towels and cloths home to wash(return ASAP)	
	CPC groups- Take dirty tablecloths home to wash (return ASAP)	
	Take leftover food and drinks with you	
	Roll down serving window and lock in place. Fire Dept regulation	
	Turn off all lights. **NOTE- A few will remain on for security.	
	Lock all doors	

Name of Group or Individual Event

Date of Event

Responsible Person or Committee Head

Signature of Responsible Person or Committee Head

Date

Please complete the following questions (Use space at bottom, if necessary)

1. Do any supplies need to be restocked? If so, please note here:

2. Was anything broken that needs to be repaired or replaced, such as kitchenware? If so, what?

3. Was any equipment not in working order? If so, what?

Any questions, please contact CPC office at 336-766-4631.