

Revised September 12, 2012

## **Peoples Church Kitchen Practices and Procedures**

Peoples Church has been blessed with a wonderful facility and has provided these guidelines and procedures in order to be proper Christian stewards of this blessing.

1. All church functions/activities that require the use of the kitchen and/or fellowship hall must reserve the kitchen and/or fellowship hall with the Church secretary/Property Steward who will then notify the Kitchen Steward.
2. Members/adherents of Peoples Church requiring the kitchen and/or fellowship hall for private functions (i.e. birthday, anniversary, wedding, etc.) must reserve the kitchen and/or fellowship hall with the Church Secretary/Property Steward who will then notify the Kitchen steward.
3. All bookings need to be confirmed by the Church secretary along with the Property Steward before approval is given for the event. Church events take priority over private functions. All groups or functions must be placed on the church calendar and are on a first come, first serve basis. Any conflicts will be resolved/decided by the Church Secretary with the Property Steward and Elder liaison if needed.
4. All outside applicants must be approved by the Elder board and must have a trained church sponsor present if the kitchen is needed. **THE EVENT WILL NOT BE POSTED ON THE CHURCH CALENDAR UNTIL THE REQUEST FORMS ARE APPROVED BY THE ELDERS AND ALL SECURITY DEPOSITS AND/OR FEES ARE PAID.**
5. **“Use of Kitchen Request Form”** is available in the church office. Fill out this form for all events (large or small) and give to the Office Administrator and the Kitchen Steward.
6. All groups must have an adult that will be held accountable for use of the kitchen.
7. Kitchen training will be provided as needed. It is recommended that each ministry have two to three people certified through the food handler’s course offered at the Lambton Health Unit, as well. The Health & Safety committee will pay for any church ministry member to take the course.
8. No alcoholic beverages of any kind are to be brought on the church premises either to be consumed or served.

9. This is a smoke/tobacco free facility. We respectfully ask that guests visiting our church refrain from smoking inside the building.
10. **Children (under the age of 12) are not allowed in the kitchen** due to the danger of hot stoves, grills, dishwasher, food preparation, knives, etc. We feel that the kitchen is not a proper environment for children. **Children/teens 12 & over must have a responsible adult supervising them** at all times during an event where they may be helping with age appropriate duties. Kitchen Steward must be informed when children/teens are helping in the kitchen.
11. Shirts and shoes must be worn at all times and proper attire in the kitchen should be worn. Hair nets and/or clean hats must be worn during food preparation, food service, dishwashing, clean-up, etc. by all involved in the kitchen. Disposable gloves will be worn for food service. If changing stations, new gloves must be put on for each change.
12. The Kitchen Steward/helper will meet with the church sponsor/caterer/ ministry designees before the scheduled event to train them on the use of the appliances and the proper care of the kitchen. Kitchen appliances can be used **ONLY** after...the reserving party or caterer has been shown the proper operating procedures for each appliance. This includes the proper cleaning/sanitizing of all appliances.
13. Use of the refrigerator and/or freezer for storing properly labeled items prior to the event must be arranged ahead of time through the Kitchen Steward/helper. Permission will be given providing there is adequate space available.
14. No dishes/containers of any kind may leave the facility (i.e. for leftovers). The ministry designees must use containers provided by kitchen steward/helper. Outside caterers must remove all their food with their own containers.
15. Paper products for events other than church events must be provided by the reserving party. Use of paper products for church functions must go through Kitchen Steward/helper. If a large quantity of paper products is needed for an event, notify the Kitchen Steward/helper well in advance of the planned function.
16. Kitchen items are **NOT** available to be loaned out to members, non-members or groups for personal use. Peoples Church groups (i.e. Sunday school picnic) may arrange to check out a piece of equipment (i.e. coffee perk) through the Kitchen Steward/helper **ONLY**. It must be properly cleaned and returned **PROMPTLY**.

17. This kitchen is a Nut, MSG and Seafood AWARE area. We strongly recommend that you avoid the use of these products at public events.

### **Kitchen clean-up Procedures**

- Counter tops must be wiped clean and sanitized with a disinfectant/bleach solution. Sinks must be cleaned, sanitized and polished.
- Dishes, utensils, flatware, glasses, etc. are to be washed, dried, and returned to their proper storage space. No items may be left in the sinks or counter areas.
- Anything not washed in the dishwasher must be washed, rinsed, and sanitized properly in 3-compartment sink. (see instructions on post by sinks and use labeled sinks as directed)
- Appliances must be wiped clean and sanitized following their use. Grease traps, stove trays must be removed, cleaned, sanitized after each use. Ovens must be cleaned. Grills must be cleaned. Stove must be cleaned and polished. Dishwasher must be cleaned according to the posted instructions and polished.
- Refrigerator and microwave wiped clean of spills and spatters
- Turn on fan above stove and grill when cooking
- Make sure all appliances are turned off – including fans and air conditioner
- All leftover food is to be removed from kitchen
- Trash is to be emptied and tied up properly. A dumpster is located outside the east door of the gym. **ALL** trash must be taken out following the event. Trash cans must have a replacement bag put in **ALL** trash cans. Wipe out trash can if a spill occurs
- Kitchen Window and east gym door locked and secure before leaving the kitchen, lights turned off, doors closed
- Kitchen floor must be swept clean and then damped mopped as per instructions from Kitchen Steward/helper
- Clean/sanitize all tables in the fellowship hall. Return any tables and chairs taken from other areas of the church to their proper places. Set up fellowship hall according to directions given after the event.

- Used towels, dish clothes, aprons, etc. must be taken home by church group for laundering and returned **PROMPTLY**. Outside groups must leave all towels, etc. in a bag on the counter for laundering.
- Any kitchen item damaged or broken must be reported in writing to the Kitchen Steward promptly.

## **Food Preparation**

- Food is to be prepared in accordance with current food regulations as set by the Health Unit
- All food coming into the kitchen must be labeled properly and the source (where it was purchased or made/prepared) must be recorded
- Use thermometers provided and follow directions on posters regarding proper food temperatures – use chafing dishes to keep hot dishes at proper temperatures – use ice to keep dishes at proper cold temperatures
- All persons entering the kitchen must wash their hands with soap and water before applying gloves or preparing food. All workers must wear a hair net/hat. Long hair must be in a pony tail or tied back in some way
- Cut only on proper cutting boards and not on counter tops. Cutting boards will be labeled for proper use. (i.e. raw meat, cooked meat, vegetables & bread)
- Clean/sanitize cutting boards after use. **Allow to air dry**. Store upright.
- Groups using the kitchen are expected to leave the food service area cleaner than they found it. The sponsor/ministry designees will be present at the end of the event to assure the condition and security of the kitchen.

***\*Any group leaving the kitchen unclean will be contacted for further cleaning.***

## **Food coming into the church**

Food coming into the church will be divided into three distinct categories.

- Public events
- Private events
- Family functions

**Public events:** Are defined as any church event that purposefully advertises to the public outside of the members or adherents of Peoples Church, i.e. flyers, radio etc. Public events will also be defined as any event in the church that has over **(40) forty** people in attendance.

**Note:** Food brought in for public events must be prepared in the church kitchen using the Food Preparation Procedure outlined above.

**Private events:** Are defined as any church event that does not advertise to the public, and consists mainly of members and adherents of Peoples Church. Private events are to have no more than **(40) forty** people in attendance.

**Note:** Food may be brought in from private homes with no stipulations or signs posted. It is suggested that event leaders remind attendees to handle any food prepared at home with due care.

**Family functions:** Are any functions that are designed for immediate family members. i.e. Birthdays, Anniversaries etc. There are no stipulations regarding food brought in for these types of events.

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