



Title: Kitchen
Policy #: 14
EXPIRES: When Replaced
ISSUED BY: Church Council
SIGNED:

1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	2/09		MULTIPLE GROUPS USE THE KITCHEN, THEREFORE STANDARD GUIDELINES ARE NECESSARY
2.0	1/12		UPDATED TO INCLUDE DIRECTOR POSITION

2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all congregation members, church staff and all kitchen rentals.

3 Policy

The kitchen will be shared by all St. Paul Ministry Groups and they will be given first priority for reservations. If it is available, it may be rented to outside groups.

Groups are asked to leave the kitchen as they found it. All items in the kitchen may be used for the ministry of St. Paul Lutheran Church. If items need to be purchased (i.e. cookware, appliances or utensils) or replaced, please contact the Director of Church Administration in the Church Office. Paper products are available for ministry groups of St. Paul. Outside groups are asked to supply their own paper products. We do not lend out any property of St. Pauls, such as tables, chairs or roasters.

4 Procedure

The following procedure is to be followed by anyone using the kitchen.

- **Garbage**—Remove garbage from kitchen trash receptacles and dispose in appropriate outside dumpster (recycle or garbage). Do not place garbage on the floor in the garage—please put in the dumpsters.
- **Trash cans**—re-line cans with clean bags. Bags are located in upper right sink drawer.
- **Stove tops/counter tops**—clean up areas that you’ve used.
- **Dishes**—If you use any of the dishes in the kitchen, they must be properly washed, sanitized, air dried and put back into the cupboards. If you have questions on this process, please contact the Director of Church Administration.
- **Floors**—Clean obvious floor spills/drips and, if necessary, mop floor to ensure cleanliness and proper sanitation for next groups use.
- **Refrigerator or freezer**—any food items kept in the refrigerator or the freezer should be marked with your groups name.
- **Leftovers**—please take any leftover food items that you’ve brought in, home with you.
- **Paper Products**—if replacement or additional paper products are required in the storage room, please return a completed request slip (located in the storage room—center shelf) to the church office. Paper products are available for ministry groups of St. Paul. Outside groups are asked to supply their own paper products for activities or events.
- **Preparation**—if any group needs to take home an item to prepare food in (such as a Nesco insert, bowls, trays, etc.) please contact the Director of Church Administration so we are aware that the item is temporarily removed.
- **Before leaving**—turn all lights off, unplug all coffeemakers, and other electrical appliances that were used.

5 Forms

Form x109 Kitchen Guidelines