

Use of: KITCHEN FACILITIES

Updated as of 1/2012

The following guidelines are to be observed by everyone who uses the church kitchen.

1. **Scheduling**

- a.* There will be no unscheduled use of the kitchen.
- b.* Contact the church office to reserve the kitchen.
- c.* The kitchen is to be closed and unoccupied while services are in progress in the multipurpose room. Set-up of tables in the atrium and elsewhere is also to be delayed until the meetings have concluded.

2. **General Guidelines**

- a.* Wash and dry all utensils after use and store them in the proper places.
- b.* Empty and wash all coffee urns.
- c.* Dispose of all bags, bottles, boxes, and so forth.
- d.* Dishes brought into the kitchen should be returned to their proper owners and not left in the kitchen.
- e.* No kitchen equipment is to be taken from the church premises.
- f.* Clean up all spills on the counters and floor.

3. **Refrigerator**

- a.* No leftover foods are to remain in the refrigerator when you leave.
- b.* Clean up all spills in the refrigerator.

4. **Stove**

- a.* The exhaust fan **MUST** be turned on while cooking.
- b.* Clean off the grease and spilled foods from the top of the stove.
- c.* Clean up spills in the ovens.
- d.* Be certain that the oven and all burners are turned off..

5. **Leaving**

Turn off lights and exhaust fan.

6. **Damage**

Any damage should be immediately reported to the head trustee or to the church office.