

## Guidelines for Use of Kitchen Facilities Williamsburg United Methodist Church

1. If food items of any kind are brought into the kitchen prior to your event, mark them with the name of your group and the date of the event when it is to be used before being stored in the refrigerator/freezer/storage areas. After your event, please remove/discard all unused food from the facility.
2. All equipment used for food preparation/serving must be thoroughly washed, dried, and returned to the place where it was found. If large pots are used, they should be cleaned, and stored **UPSIDE DOWN**. **DO NOT** leave anything in drying racks, in sinks, on counters or on window sills.
3. Use the cutting boards provided for cutting/chopping food items. **DO NOT** use counter tops. Thoroughly wash cutting boards after using and return to proper storage location.
4. Serving trays are available for use. Wash and dry after using, even if they appear to be clean.
5. Clean all work surfaces, stove tops and sinks thoroughly after using.
6. When using chafing dishes or any type of holding tray insure that the temperature of the hot food to be served is 140 degrees F or higher. Thermometers are available for testing.
7. If using plastic flatware, dispose of it at the end of your event. **DO NOT WASH IT AND RETURN TO STORAGE BOXES**. Discard it whether it has been used or not.
8. If you need to use any appliances, be sure you have someone available who is familiar with proper operating procedures. Be certain all appliances are properly cleaned after using. If outside caterer is involved for a **non-church sponsored event**, the kitchen liaison will be on site for a fee. If outside caterer is involved for a church sponsored event, the sponsoring group should contact the kitchen committee prior to event for instruction on use of appliances.
9. Regular metal flatware should be washed in the dish machine, allowed to dry and stored in the proper silverware containers in the pantry. Be sure tops on plastic storage containers are properly secured.
10. If using china dishes, they must be washed in the dish machine, allowed to dry and stored in their proper places.
11. **DO NOT** allow leftover food cleaned from serving utensils or cooking utensils to collect in the sinks, and go into the drain. Take same to the garbage disposal unit before washing those items.
12. Empty all trash containers and take same to dumpster outside kitchen. Place clean garbage liners in trash cans.
13. Return all kitchen equipment used to its proper storage area before leaving the facility.
14. Place all used/wet dish towels in the bin by the hand washing sink for laundry service pick-up. **DO NOT** leave any towels on counters, draped over sinks, or elsewhere in the kitchen areas.
15. Please use posted checklist in kitchen to help with kitchen clean-up.

A member of the Kitchen Management Committee will inspect the kitchen after you leave it. *(If it is not left in the condition in which you found it, you will be asked to return and meet the above requirements)*

Registration for Kitchen Use  
Williamsburg United Methodist Church

1. All persons or groups desiring to use the church kitchen facilities, whether in conjunction with the use of Fellowship Hall or any other area in the church or not, must register the name of the event, the dates and times during which the facilities will be used, and the name and phone number of a contact person to the church administrative assistant, Nancy Reynolds, at the time of securing the reservation.
2. If the event is a **non-church** sponsored event, a security deposit of \$100.00 in addition to said usage fees will be required at the time of the reservation. Following the event, if the kitchen was left in proper order, the deposit will be returned. If not, the contact person will be asked to return to the facility to meet the necessary requirements. Otherwise, the deposit will be forfeited.
3. If the individual/group contact finds something wrong in the kitchen prior to the use of the facility, they should report the same to the Kitchen Liaison.
4. If an outside caterer is used and kitchen is not treated properly, future request for that particular caterer may be denied.