

Kitchen	Procedures
Approved by: Hospitality	
Revised: 6-6-19	

For the General Kitchen User

Refer to [Food Preparation](#) document for health and safety guidelines to be followed.

Marking/purchasing/storing food, donating items -

Working in the kitchen is a state of mind, always remembering how Jesus served us.

With this in mind, here are general guidelines:

- When planning to use the kitchen, keep in mind other ministry use before and after your event. A person from the kitchen ministry cleans the kitchen twice a week, Saturday and Monday. In return, we ask you keep the kitchen ready for the event after you.
- Items donated to the kitchen need to have prior approval from someone in the kitchen ministry.
- Food purchased for an event needs to be clearly marked with the event name.
- If you have leftovers after an event, please donate it to someone or to the local Women's shelter. Do not leave for general consumption, as it usually spoils.
- If a ministry leader needs a shelf in the refrigerator or space in the kitchen, please contact the kitchen ministry.
- Tablecloths are available in large quantities black / white through the kitchen. When a large event uses them, that ministry is responsible for washing them.
- Collection of unique baking supplies in the kitchen cabinets needs prior approval from someone in the kitchen ministry.

Cleanup -

Leave the kitchen clean, please.

- Dispose of all leftovers or mark for your ministry use.
- Place dirty towels in the designated basket in the kitchen. Please, do not hang towels to dry, they spread germs.
- Water pitchers need to be washed.
- Coffeemakers need to be rinsed out and placed in their appropriate place.

Borrowing Equipment -

If you would like to borrow kitchen items or other church equipment, check with one of the staff in the church office. Sign it out on the church equipment list in the binder on the counter in the office and fill in the date when returned.

General Supplies -

Kitchen supplies are purchased by a few people; the church office, Sunday hospitality person and kitchen ministry lead. *If you know your special event will deplete the kitchen supplies, please make the office aware.* If you want special products that aren't standard supplies, please ask before storing. All receipts are to be turned into the church office and taken from the appropriate budget line.

Deep Cleaning

Done by volunteers as needed:

- Refrigerators

- Freezers
- Stoves and microwave
- Cabinets

Janitors weekly clean:

- Sink and counters
- Floor

Communion Supplies

Communion supplies are purchased separately from kitchen supplies, but room does need to be allowed in the kitchen for storage of them. Communion supplies include candles, juice, bread/crackers and cups. Receipts are to be turned in to the office to be taken out of the sanctuary supply budget line.

Espresso Supplies

Espresso supplies are purchased and stored separate from kitchen supplies, but also need storage space in the kitchen. They are to be clearly marked and are overseen by a person from the kitchen ministry.