

KITCHEN POLICY
FIRST UNITED METHODIST CHURCH
MORRISTOWN, TN

Approved by Church Council Feb. 16, 2010

1. A church member must be present and trained in the use of the kitchen when a group uses kitchen. This can be the church hostess or member of kitchen committee. Call church hostess when kitchen is being used and she will make sure group follows the correct procedure.
2. The church secretary shall inform the church hostess or chair of the Kitchen Committee when a group schedules the kitchen.
3. Only someone trained in the operation of the stove, griddle, braiser, and/or dishwasher will be allowed to use them. Training can be arranged with the church hostess or group can pay for a trained member of the Kitchen Committee to be present.
4. No utensils or equipment may be removed, borrowed or loaned from the kitchen. This includes carts, pots and pans, etc. **NO EXCEPTIONS.**
5. Kitchen is to be left clean and all utensils in their proper place and covered if applicable. Nothing is to be left on the counters.
6. All doors should be locked after using.
7. Turn off lights when leaving (some lights are security lights and cannot be turned off).
8. Turn off stove, ovens, braiser, griddle, dishwasher, coffee pots, etc.
9. Clean up spills from counters and floors - do not leave for custodians.
10. **DO NOT** use items in the refrigerator if you did not purchase the items, or put left over food in refrigerator/freezer. Take it with you or throw it out.
11. Refrigerators and freezers should remain locked when not in use.
12. Clean coolers, leave upside down to dry out.
13. Leave dirty towels, rags & aprons in bin and custodian will wash.
14. **DO NOT** leave ice scoop inside of ice maker.
15. Floors should be cleaned and garbage cans emptied after kitchen is used. Garbage can **MUST** be covered and bags tied before leaving kitchen. Take garbage to dumpster outside.
16. Groups may not use kitchen supplies such as sugar, coffee, crackers etc. nor have access to pantry to use pantry items.
17. Turn in a signed checklist that all kitchen policies were followed.

If you use the last of ANYTHING (i.e. dishwashing detergent, cleaning pads, or anything that needs to be replenished), please make a note of it on the checklist.

Health Department requires all three sinks need to be accessible for 3 sink rule for manual dishwashing.

Please report all maintenance issues to the church secretary or church hostess so that it can be fixed.

FINAL KITCHEN CHECKLIST
FIRST UNITED METHODIST CHURCH

When through, PLEASE complete this FORM and PLACE IN FOLDER ON THE SIDE OF REFRIGERATOR AT THE END OF YOUR EVENT

Organization using Kitchen _____
Church Member Responsible _____
Phone _____ Date/Time of Use _____
Purpose of Use _____

Checklist:

- Turn-off stoves and ovens.
- Clean dishwasher. Turn off and drain dishwasher.
- Clean braiser.
- Clean griddle.
- Close and lock refrigerator & freezer doors.
- No food left in refrigerator.
- Place dirty towels, rags and aprons beneath cutting board.
- Clean all ovens.
- Clean coffee pots.
- Cover silverware, plates, glasses with plastic.
- Tie garbage bags and cover cans before leaving. Put trash in dumpster.
- Turn off all lights.
- Lock doors.
- Leave the kitchen in better shape than you found it !

I used the last of

Maintenance issues

KITCHEN GUIDELINES

1. Before a group can use the church kitchen, a signed contract with the person in charge must be executed.
2. No personal charges may be made to the church's account. This is a **violation** of our sales tax exemption status.
3. There can be no food orders delivered unless church hostess is available to meet delivery to properly label and store food items.
4. No kitchen items may be taken from the church property. No exceptions.
5. Kitchen must be cleaned and the final check list filled out.
6. Kitchen Committee must have a representative from each area involved in using the kitchen such as Methodist Men, Methodist Women, Youth, Children, Wednesday Night Team, etc.)
7. If church hostess is contacted by a group within the church or a program director to prepare a meal for an event, a contract or document stating details, such as date, group, price agreed upon, and signature between both parties should be made between them. This is to eliminate any misunderstanding to which budget is to be charged for supplies & food.
8. Church Hostess must be in charge of thoroughly cleaning the kitchen at least twice each year.
9. Applicable Health Department rules must be permanently posted in appropriate areas of the kitchen by the church hostess.
10. Church hostess is in charge of cleaning the ice machine every 3 months.
11. The church kitchen is not to be used for personal gain. FUMC does not allow the kitchen to be used to bake goods to be sold for profit.