

## **Guidelines for Use of the Kitchens, Family Life Center and Youth Fellowship Hall**

In an effort to keep our facilities clean, orderly and sanitary, the Board of Trustees have established the following guidelines to be observed by everyone using the kitchens, Family Life Center and Youth Fellowship Hall.

1. All events, whether church related or private, must be scheduled with the church secretary. A contact person for the event must be designated. It is the responsibility of the contact person to make sure that the guidelines are followed.
2. All leftover food must be disposed of properly. Any leftover food stored in the refrigerator must be put in appropriate storage containers and labeled with the preparation date and date to be used. Any items not used within one week will be discarded.
3. All food preparation items, condiments, etc. stored in the refrigerator must be in the original packaging. All doors and handles of the refrigerator must be wiped after use. Any raw food stored in the refrigerator should be placed on a cookie sheet. This will prevent cross contamination.
4. No peanut oil or latex products will be used in food preparation. Peanut and latex allergies can cause serious health issues.
5. Wash, dry and put away ALL items used for food preparation and serving.
6. All counters must be cleaned with disinfectant after use. Nothing should be left on the counter unless it is labeled as a counter storage item.
7. Sweep and mop, if necessary, the kitchen floor after use.
8. All coffee pots and large drink containers must be washed and dried.
9. All sinks must be cleaned with no food left in them. The sink must not be used as a disposal for grease. Use the sink strainers provided to prevent plumbing clogs.
10. All stoves, microwaves, and ovens must be wiped down after use.
11. All unused serving items, i.e. paper plates, etc. must be returned to the pantry in its designated storage space.
12. All items washed in the dishwasher must be removed and put in its proper place at the end of the event.
13. All table tops in the FLC and YFH must be wiped down with disinfectant.
14. Tables and chairs can be moved to suit your needs; however, they should be returned as you found them, unless otherwise instructed.
15. You are responsible for ensuring the trash from your event is bagged and placed in the dumpster outside.
16. Any kitchen linens used must be washed with detergent and bleach, dried and put away. Dirty linens may be taken home for laundry and returned the next day.