

# **Guidelines for Use of Kitchen & Family Life Center**

(adopted by GC Trustees June 2, 2015)

In response to a number of concerns that have been shared, and in an effort to keep our facilities clean, orderly and sanitary, the Board of Trustees has established the following guidelines to be observed and followed by **EVERYONE** using the kitchen and/or Family Life Center:

1. All leftover food and/or beverages should be removed from the premises or discarded properly. If it is appropriate to leave leftovers in the refrigerator for future use, they must be properly covered or placed in appropriate storage containers, and labeled with the name of the person/group who prepared it and the date. Any food or beverages not properly labeled will be promptly removed and discarded.
2. Keep the refrigerator cleaned out and organized as much as possible so there will be storage space available for the next group using it.
3. All counters should be wiped clean, with disinfectant, and left clear of any unused food, utensils or clutter. Sweep and/or mop the kitchen floor, as needed. Please be sure to clean up any major or obvious spills.
4. Wash, dry and PUT AWAY all dishes, serving utensils and cookware. Please put them back in the drawers and/or cupboards where they belong, according to the labels. Under no circumstances are dirty dishes or utensils to be left in the kitchen.
5. Wash out coffee pots and the large drink containers, if used. After drying, leave the lids ajar so the containers will not mildew.
6. Put other unused items (paper plates, cups, napkins, plastic utensils, dry goods, etc.) in the proper place in the pantry or cupboards.
7. Clear and wipe down all table tops in the FLC, with disinfectant. Salt and pepper shakers, napkins, etc., should be returned to the proper storage place.
8. Tables and chairs in the FLC can be arranged to suit your needs, but should be put back as you found them before you leave, unless otherwise instructed.
9. All trash should be picked up and removed. Trash containers should be emptied and trash placed in the dumpster behind the Youth Fellowship Hall. Please put a new plastic bag (located on the floor in the pantry) in the trash containers.
10. Any dirty kitchen towels, cloths and/or aprons should be washed, dried, folded and stored before leaving the premises, using the washer and dryer in the pantry; or, taken home with you to be washed, dried and returned.

Thank you for your efforts to follow these guidelines.

Board of Trustees

Garris Chapel Church