

GUIDELINES FOR USE & CARE OF KITCHEN

1. Person or group using kitchen will be responsible for cleaning and returning kitchen to its original order, including washing off counters, tables, stove etc. They are also responsible for laundering tea towels/ dishcloths/ tablecloths, and making sure they are returned as soon as possible.
2. No china, silver, or table linen shall be taken from the church building, except for laundering. Items taken to other parts of the church must be returned to the kitchen, washed, dried and put away.
3. Paper/plastic products stocked by the church should not be used by members or non-members for non-church related events. Groups within the church using those products should pay the proper reimbursement to the church office, according to fee schedule.
4. Make sure plastic tablecloths are clean, all stains removed, and cloths are dry before rolling them back on rollers. DO NOT wad up cloths and put in storeroom. Use only older cloths for dinners using catsup, tomatoes or food that will leave stains that cannot be removed (stew, chili, etc.). Cloth linens should be taken home: remove stains, wash and press before returning to PROPER STORAGE.
5. **DO NOT LEAVE FOOD IN REFRIGERATORS**. You may leave margarine, butter or jellies for use of the church , but nothing else. Please label all items to be used for a specific group. Please be aware that the kitchen committee will clean on a regular basis and will discard items that seem to be old or spoiled.
6. Do not use any article in icemaker other than the SCOOP ! Leave scoop lying on top of icemaker so the next person can use it. **Keep hands out of ice - UNSANITARY !!!**
7. Please follow the instructions posted on the coffeemaker for making coffee. Please rinse carafes thoroughly.
8. When using the stove (**BURNERS OR OVEN**), make sure you **HAVE THE EXHAUST FAN ON. THIS IS A MUST !!!** (Switch is located under the top cabinet in NW corner of kitchen.) **Clean stove with each use.**
9. Do not leave dirty dishes in sinks or dishwasher at any time. There is always hot water for hand washing dishes. **PLEASE DRY ALL ITEMS AND PUT THEM AWAY..**
10. **DO NOT RUN DISPOSAL WHILE DISHWASHER IS RUNNING !**
11. Trashcans in kitchen are for kitchen trash ONLY !!! Do not leave boxes, papers, or other materials in kitchen. **Take trash to trash dumpster outside**; the only reason to not do so, is if dumpster is full.
12. **WHEN LEAVING KITCHEN, MAKE SURE THE FOLLOWING ITEMS ARE SWITCHED OFF: EXHAUST FAN, DISHWASHER, DISPOSAL, AND LIGHTS.**
13. All items given to the kitchen are church or kitchen property.
14. Please pick up dishes brought in for dinners as soon as possible.
15. **KITCHEN IS TO BE USED, BUT NOT ABUSED !!!**