

Kitchen Policies and Procedures

The kitchen at Tulip Grove Baptist Church is for the use and enjoyment of members upon request. Your help is needed and expected to keep and maintain this facility in an excellent condition to provide safe food service to all who use it.

This guide is designed to provide you with all the information you will need to use/request and enjoy the kitchen.

Process to Reserve and Use the Kitchen

1. Submit a completed Event Request Form.
2. Obtain approval from the Food Service Director to use the kitchen.
3. Participate in training session to use the kitchen, if necessary.
4. Complete the kitchen sign-out sheet indicating that all procedures were completed and the kitchen was left clean.

Training

Orientation/training sessions on the proper use of the kitchen equipment, safety and cleanup procedures are available prior to requesting the use of the kitchen when appropriate. Contact Mimi Fisher at mimifisher333@gmail.com or 615-975-1450 to schedule a training session or for more information.

Requirements for Using the Kitchen

The kitchen may only be used when reserved in advance with an Event Request Form, approved by the Food Service Director, and when your group has received the proper kitchen training if necessary.

One person must agree to be responsible for the kitchen insuring proper use of the equipment, clean up, and safety. This person must be listed, with proper contact information, on the Event Request Form. This individual must also be the last person to leave, insuring the kitchen is left clean and everything is put back into its proper place.

Failure to comply by these requirements may result in the loss of kitchen privileges.

What is Available in the Kitchen to Use?

We have assorted cooking utensils, dishes, pots and pans that are available for your use. You may also check out additional equipment and supplies through our Food Service Director. These items must be returned immediately following the event.

1. Beverages – coffee, ice tea, and lemonade are kept on hand for events at the church.
2. Paper goods, sugar/sugar substitute, creamer, salt & pepper
3. Table coverings, punch bowls, dinnerware, silverware, cups, glasses, serving containers, etc.
4. Dish towels

All of the above listed items must be checked out through the Food Service Director before the event. No one is allowed to just help themselves to items in the kitchen closet.

Kitchen supplies must not be taken home.

Kitchen Equipment

1. Ice Maker

Ice is provided for all events. The large ice machine is located in the kitchen. Please do not leave the scoop in the ice machine as it will get buried in ice. **Please do not touch the controls to the Ice Maker.**

2. Refrigerator

The refrigerator in the kitchen is for your use. With prior approval, you may deliver food before the date of your event. This approval is needed to insure space is available for your group. All items should be labeled with your groups name and the date of use. **No** food should be left in the refrigerator after your event. If you will be using an item again (recurring meetings), please mark RECURRING on the food, or it will be thrown away. **Please do not touch the controls to the refrigerator.**

3. Freezer

The freezer is for your use. With prior approval, you may deliver food before the date of your event. This approval is needed to insure space is available for your group. All items should be labeled with your groups name and the date of use. **Please do not touch the controls to the freezer.**

4. Food Warmer

The food warmer is only used to keep food warm, not for cooking. Turn on switch and knob located at the bottom front of the warmer. Turn off the switch and know when finished.

5. Oven and Stove

We have a convection oven and two regular ovens. Prior training is required before you are allowed to use this equipment. We also have a grill on the stove that is available for use. The grill requires extensive cleaning after use. The hood fan should be ON at the time of cooking. Never leave burners on and unattended.

6. Sinks

The large three-section sink next to the ice maker is the only one to be used to clean dishes and cooking utensils. **Please do not put any food down the sink drains.** Dishes may be left to dry a few minutes but **MUST** be put away.

7. Dishwasher

This dishwasher will make your life so much easier when it comes to cleanup. Proper training is required before using the dishwasher. ALL dishes must be scraped off and food into the TRASH. We do have a garbage disposal but it does not work well.

8. Microwave

If using the microwave – make sure items are covered. Wipe up any spills or splatters that occur inside.

Cleaning Checklist

Main rule: Clean up after yourself! The kitchen should be cleaner when you leave than when you found it! The Kitchen Use Policy and Checklist must be completed after each event. The Food Service Director will provide this form for your event.

1. All countertops and workspace must be wiped down, even if not used.
2. All dishes, pots, pans, and utensils are to be washed, dried and put away. (No exceptions.) Pots and pans are to be stored upside down.
3. All equipment (used and not used) should be wiped down and left clean. Use soap to clean all items and sinks.
4. All trash in the CLC and kitchen is to be emptied and taken to the dumpster.
5. All dirty towels and rags should be placed in a plastic sack in the kitchen to be washed.

6. Turn off food warmer.
7. Drain dishwasher and turn it off.
8. Turn off ovens and stove. Clean stove, grill, and microwave if used. If you spill something in the ovens please clean them before you leave.
9. Turn off vents for stove.
10. Remove any and all food items from refrigerator and freezer.
11. Take all pans and containers that do not belong to the kitchen.
12. Complete the checklist indicating that all cleanup checkout procedures have been completed.
13. Turn off all lights.

Kitchen Use Policy and Checklist

Any use of the church kitchen must be approved by the Food Service Director. Each event should receive a policy and checklist form that is to be completed and signed after the kitchen use. Failure to turn in this sheet could result in suspension of future use of the kitchen. If you do not know who to work equipment, it is your responsibility to find out before your event. If the kitchen is not clean when you arrive, please let the Food Service Director know. If a section of the kitchen is not used simply mark "NA" on the checklist.

Check when completed	Job to complete	Initials of person responsible
X	Example	KLR
	Wash all dishes used	
	Put all dishes and pans back where they were	
	Turn off ovens and stove	
	Drain dishwasher and turn it off	
	Clean dishwasher strainers (leave no food)	
	Clean sinks & clear sink strainers	
	Clean all kitchen surfaces and leave clear	
	Use vents for stove, ovens	
	Clean stove, grill, and microwave if used.	
	Turn off vents for stove & ovens	
	Turn off stove, oven, grill if used	
	Take out all trash	
	Make sure floors and door areas are clear	
	Take leftover food & drinks with you	
	Turn off all lights	
	Take all pans and containers that do not belong to the kitchen	
	Collect towels and place in plastic bag	

All of the above has been completed, and the kitchen is clean and ready for the next event. I understand that I or my group will be held responsible for any part not completed and can lose the privilege of kitchen use.

Group or individual event

Date of event

Responsible person or committee head

Signature of responsible person or committee head

date