
ANDREWS CHAPEL UNITED METHODIST CHURCH TRUSTEES

Kitchen Policies and Procedures

The kitchen at Andrews Chapel United Methodist Church (ACUMC) is for the use of members upon request. The kitchen is NOT to be used for personal catering business ventures. 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. We want everyone to be good stewards of this space.

All approved activities must comply with the policies and procedures of ACUMC and the Church's guidelines for activities consistent with the Church's tax-exempt status. If children are to be present during any event, ACUMC's Safe Sanctuary policy must be followed. The Safe Sanctuary Policy is on the Church's website in its policies and procedures. No unaccompanied minors are allowed in the kitchen at any time.

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 to the church @ACUMC1191@comcast.net (**OR KITCHEN COORDINATOR**) at least two weeks prior to the desired use date.
2. The secretary will check the church calendar for kitchen use. If the calendar is clear for the requested date, the request will come to the Trustees (**or KITCHEN COORDINATOR**) for review/approval.
3. Upon approval, the Trustees (**OR KITCHEN COORDINATOR**) will contact the church secretary to place the event on the church calendar. A copy of the calendar will be posted in the kitchen for your convenience.
4. The requesting group or individual will participate in a training session to use the kitchen, if necessary.
5. The responsible group, person, or committee head must 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 the Trustees @acumctrustees@gmail.com (**OR KITCHEN COORDINATOR**) to schedule a training session or for more information.

Requirements for Using the Kitchen

The kitchen may only be used when reserved with an Event Request Form, approved by the Trustees, (**OR KITCHEN COORDINATOR**) and when your group has received the proper kitchen training if necessary.

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One person must agree to be responsible for the kitchen ensuring 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, ensuring the kitchen is left clean, and everything is put back into its proper place.

Soiled dish towels and aprons are to be laundered and returned to their designated storage area no later than the Sunday following the event. **(OR PUT IN SINK FOR THE KITCHEN COORDINATOR TO LAUNDRER).**

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 that are available for your use. These items must be returned immediately to their proper places following the event.

1. Pots, pans, cooking utensils, trays
2. Pitchers
3. Dish towels
4. Oven Mitts/hot pads
5. Aprons
6. Coffee maker
7. Plastic gloves (to wear when preparing food)

Kitchen supplies and equipment must remain in the Church kitchen.

Kitchen Equipment

1. **Ice Maker** – The ice machine is in the kitchen. Please do not leave the scoop in the ice machine as it will get buried in ice.
2. **Refrigerator** – The refrigerator is for your use. With prior approval, you may deliver food before the date of your event. This approval is needed to ensure space is available for your group. All items should be labeled with your group's 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, along with the date of use, or it will be thrown away.
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 ensure space is available for your group. All items should be labeled with your group's name and the date of use.
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 of the warmer. Turn off the switch when finished.

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5. **Stove** – We have a gas stove with oven. The hood fan should be ON at the time of cooking. Never leave burners on and unattended.
6. **Sinks** – The large two-section sink next to the freezer is the only one 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. **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 Trustees 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 Fellowship Hall and kitchen is to be emptied and taken to the dumpster.
5. All dirty towels and aprons must be laundered and returned no later than the Sunday following the event.
6. Turn off food warmer.
7. Turn off all burners on the stove.
8. Clean stove and microwave if used. If you spill something in the ovens, please clean them before you leave.
9. Turn off vents for stove.
10. Never pour grease down drains. Collect grease and pour in the grease container located on the left side outside the kitchen door.
11. Ensure refrigerator and freezer doors are closed completely.
12. Remove all food items from refrigerator and freezer.
13. Sweep kitchen floor after each event.
14. Take all pans and containers that do not belong to the kitchen.
15. Completed the checklist indicating that all cleanup procedures have been completed.
16. Turn off ALL lights. (Bathrooms included.)
17. Ensure all exterior doors are locked before exiting the building.

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Kitchen Use Policy and Checklist

Check When Completed	Job to Complete	Initials of responsible person
	Wash all dishes used.	
	Put all dishes and pans back where they were.	
	Turn off stove.	
	Dispose of grease (if used)	
	Clean sinks & clear sink strainers	
	Clean all kitchen surfaces and leave clean.	
	Clean stove and microwave if used.	
	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 in sink.	

All 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

 Contact phone number

 Signature of responsible person or committee head

 Date

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KITCHEN USE REQUEST FORM

Today's Date: _____

Name of Organization: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

Preferred Method of Contact Phone Email

Date(s) of Use: _____ Time(s): _____

Will food be served? Yes No

Will food be cooked in kitchen? Yes No

If yes, who will be cooking? _____

Submitted by: _____

(printed name)

Signature: _____

Date: _____

Approved by: _____

Date: _____