

## **KITCHEN POLICY**

### **BETHEL LUTHERAN CHURCH**

The kitchen at Bethel Church is for the use of those approved to do so. Users are responsible for insuring that the kitchen policy is strictly enforced.

The kitchen is equipped with stove, convection oven, dishwasher, refrigerator, freezer, and coffee makers. It is equipped for cooking meals for a large group.

1. The use of the kitchen should be scheduled with the **FACILITY USE REQUEST**.
2. Use of the kitchen must comply with the written checklist below.
3. None of the equipment is to leave the premises.
4. Kitchen appliance information and emergency contact numbers are listed next to the phone.

#### **KITCHEN POLICY CHECKLIST**

- A. The kitchen must be cleaned after each use.
  1. Refrigerator cleaned out and food removed. If food must be refrigerated for later preparation, it must be labeled with person's name, and dated.
  2. All dishes and utensils washed and dried and put away.
  3. All equipment washed and dried.
  4. Sinks cleaned, stove cleaned, and counters washed.
  5. Dishwasher shutdown per instructions.
  6. Garbage and trash placed in the dumpster (on parking lot).
- B. Table cloths, dish clothes, and towels must be laundered and returned to the kitchen within 3 days following the event.
- C. Supplies for cleaning are provided. Inform the church secretary if supplies are low.