

HICKORY FLAT UNITED METHODIST CHURCH
KITCHEN USE POLICY

Revised November 2013

I. General Information

- A. The kitchen is provided as a means for ministry in and to the community of Hickory Flat United Methodist Church
- B. Kitchen facilities are available only to Hickory Flat United Methodist Church ministries and approved outside groups. Outside groups requesting to use the kitchen facilities must be approved by the Trustees.
- C. Departments or small groups wishing to have a meal service function can make arrangements by completing a calendar request on the church website at www.hickoryflat.org or may obtain a hard copy from the church office.
- D. When church ministries use the kitchen facilities, a representative of the group shall return a signed copy of this form indicating accountability for and understanding of the policy for use of the kitchen. This should be returned to the Director of Finance and Administration.
- E. In cases where an outside caterer uses the church kitchen, the caterer must provide proof of insurance and return a signed copy of this form indicating accountability for and understanding of the policy for use of the kitchen.

II. Guidelines for Use

- A. All use of the kitchen facilities must be approved in advance through the church office (see above).
- B. All persons/groups using the kitchen will be required to comply with the following procedures:
 - 1) Persons using the kitchen must observe the strictest rules of sanitation(posted); hand washing and use of plastic gloves is mandatory.
 - 2) Follow posted instructions to use commercial coffee maker. Coffee makers must be cleaned thoroughly after use.
 - 3) Clean, dry, and put away all dishes and utensils.
 - 4) Wash all counter tops and work areas with cleanser.

- 5) Any dish towels used must be laundered, folded and returned to the kitchen within three (3) days to ensure there are sufficient towels for the next group using the facility.
 - 6) Floors must be swept and mopped.
 - 7) Do not leave leftovers in the refrigerator.
 - 8) Groups are asked to bring their own supplies and consumables. If supplies are needed please write on dry erase board.
 - 9) Check stove, oven and other appliances to make sure they are turned off.
 - 10) Turn out all lights when leaving.
 - 11) Make sure all exterior doors are locked.
- C. Groups and responsible individuals are expected to leave the food service area cleaner than they found it. Dishes, silverware, and cooking utensils are to be washed and put away. Staples and consumables must be accounted for and replaced. **Trash is not to be left in the kitchen overnight. Do not assume the custodians will take trash to the dumpster--the responsible individual will ensure it is taken out.**
- D. The kitchen will be deep-cleaned on a monthly basis by groups which use the kitchen regularly. i.e. (Women's, Men's, Youth, Children's, Homeless Ministry, Pre-school, Sonshiners, etc.) A schedule will be kept by the Director of Finance and Administration.
- E. Adult supervision is required for all children and youth functions.

I have read and understood the above policy and agree to be held accountable for upholding these policies.

Printed name

Signature

Date