

Kitchen Use and Maintenance

- The group using the kitchen is responsible for cleanup.
- All persons handling food and working in the kitchen must first wash hands with soap and warm water before applying gloves or preparing food.
- All kitchen equipment must be properly cleaned by the user after each use.
- Wash, dry, and put away all utensils, pots, pans, trays, and other items used.
- Wipe down the counters. ☞ Clean out the sinks. ☞ Clean and rinse coolers and/or coffee urns.
- Clean all appliance and work surfaces. ☞ Tables are to be cleaned and wiped down.
- All spills and water on the kitchen floor and crumbs in large amounts and other obvious waste in the meeting room should be cleaned up.
- Permission of the Kitchen Committee* must be obtained for any food items to be stored in the kitchen cabinets, refrigerators, or freezers. These items are to be labeled and dated. The Kitchen Committee* may discard food items it deems unsafe.
- All trash must be properly bagged and carried to the dumpster located at the back parking lot.
- All church dish cloths and dish towels used must be properly cleaned and returned within a week.
- Plastic tablecloths must be wiped, dried, folded and returned to storage box.
- The cloth tablecloths for Christmas tea and other special occasions must be used by permission of the Kitchen Committee. Laundering procedures must be approved by the Kitchen Committee.
- If broken dishes, damaged or defective equipment occur, notify the Kitchen Committee so that repairs can be arranged.
- Non-church dishes and items left in the kitchen shall be periodically removed and disposed of.
- Each group will be responsible to set up chairs and tables as required for use. The group is also responsible for taking down after checking the program needs of the next group using the kitchen.
- Kitchen equipment/supplies are not available for personal or private use outside the kitchen.
- The kitchen is not available for food preparation for off site consumption without approval of the Kitchen Committee.
- Dishwasher can be operated only by a person who has received training in its use.

* **For assistance**, please contact the chair-person (**Cora Jiles, 803/738-9565**) or the co-chair-person (**Bill Hulbert, 803/787-2077**) of the Kitchen Committee.