

ALC Kitchen Use and Care Policy

The purpose of the ALC kitchen use and care policy is to assure that ALC members are good stewards of our kitchen facilities, to assure safety with use of the equipment, and to assure safe food handling. Advent's Nurture and Fellowship Committee will be the responsible committee for upholding/revising this policy as needed

Procedures

A. Reserving the kitchen

1. Reservations are required for major use of the kitchen facilities including
 - a. Use of any cooking equipment
 - b. Major food preparation
 - c. Major utensil/cookware cleaning

Examples of use of the kitchen that would not require reservations would include:

- a. Simple food prep- eg cutting coffee cake, putting prepared food on trays
- b. Making coffee/drinks
- c. Running dishwasher
- d. Bringing supplies into/taking out of kitchen

Any person using the kitchen for ad hoc reasons as above should also check the kitchen reservation calendar to assure that they will not interfere with a reserved event. This may necessitate contacting the individuals responsible for the reserved event to coordinate

2. Reservation requests can be submitted for single events or recurrent events (eg sandwich making). (reminder: any prep time for large events that would require use of the kitchen the day prior to the event would also need to be included in the reservation)
3. All reservation requests will be submitted to the church administrator for approval
4. To reserve and use the kitchen facilities a member of Advent who has been formally trained by the kitchen committee must be present during the event(see training guidelines below)
5. Kitchen reservation request forms are located at the church office
6. An up-to-date copy of the church calendar with kitchen reservations will be maintained in the kitchen by the church administrative staff.
7. The church administrator will inform the kitchen coordinator any time a reservation is made by an outside group or for an ALC sponsored event that requires assistance of the kitchen committee.

B. Use of the kitchen

1. A check in and check out list will be completed by all users of the kitchen during a reserved kitchen event
2. Check in list will be completed to describe condition of the kitchen prior to the event
3. Check out list will be completed to assure that the users leave the kitchen in proper condition at the completion of their event
4. Items belonging to the Advent kitchen should only be removed off the premises if coordinated with a member of the kitchen committee.

Check in/Check out List:

Food Prep tables/Counters – Surfaces cleared, washed, rinsed and sanitized. Lower surfaces wiped..
Food storage- All event items removed or returned to proper storage location
Food Prep Sink – All surfaces washed, rinsed and sanitized. Garbage disposal run until completely clear.
Stove – Surfaces cleaned, all cooking residue removed
Ovens Under Stove – Surfaces and racks cleaned of any spilled food.
Griddle – Surface cleaned; all cooking residue removed; grease tray emptied and sprayed/rinsed with hot water at dish washer sink
Combi-oven Interior – all surfaces and racks cleaned of any spilled food and excessive discoloration
Combi-oven Exterior – All surfaces washed, rinsed and sanitized
Holding Cabinet Interior – all surfaces and racks cleaned of any spilled food and excessive discoloration. Sheet pans removed, washed and returned to the cookware shelf.
Holding Cabinet Exterior – All surfaces washed, rinsed and sanitized
Tilt Skillet – interior and exterior washed, rinsed and sanitized.
Refrigerators – All event related food removed or stored properly. Inside spills cleaned. Sheet pans washed and returned to cookware shelf. Doors washed, rinsed and sanitized.
Freezer – All event related food removed or stored properly. Inside spills cleaned. Sheet pans washed and returned to cookware shelf. Doors washed, rinsed and sanitized.
Tea Maker – Basket emptied and washed. Spills on, around and under the machine cleaned. Tea urn/dispenser washed, rinsed and sanitized.
Coffee Maker – Basket emptied and washed. Spills on, around and under the machine cleaned. Shuttles washed, rinsed and sanitized. Coffee cart washed and rinsed.
China/Glassware/Flatware – All washed, rinsed, sanitized in dishwasher and properly stored. Carts returned to proper locations. Flatware sorted, returned to cart and cart returned to the pantry. (Reminder: air dry only!)
Dish washer –Dish rinsing area cleaned of any food residue, disposal run until completely clear. Dish washer turned off, drained, and basket rinsed and returned.
Three compartment sink – All cookware returned to proper storage. Sinks drained any food residue removed, sinks washed as necessary. (Reminder: air dry only!)
Recyclables – All recyclable materials broken down, cans rinsed; bundled and stored appropriately.
Tables and table clothes- If fellowship hall is used it should be returned to condition it was found in prior to event, including returning all tables and chairs to storage room. All soiled table clothes should be laundered and returned to kitchen storage in a timely fashion
Garbage – All trash receptacles emptied into the dumpster. Receptacles rinsed, dried and new liners inserted.
Floor – Swept and mopped, mats rinsed

C. Kitchen Training

1. A person trained in basic sanitation and use of equipment must be in attendance at all reserved kitchen events
2. Training includes
 - a. Basic food preparation safety
 - b. Basic sanitation principles
 - c. Proper use of all major kitchen appliances
 - d. Proper cleaning procedures for cooking utensils/ dishes etc
3. Training will be performed by qualified individuals designated by ALC Nurture and Fellowship committee

D. Kitchen supply management

1. All major users of the kitchen will have separate bins in the pantry and separate designated space in the refrigerators to maintain their own supplies and will be responsible for keeping their supplies in a neat and tidy order.
2. The Nurture and Fellowship committee, through it's designated individuals will supply general food and disposables including coffee, tea, lemonade and napkins for the general use of the congregation and Advent sponsored ministries. Financial contributions for these items will be accepted from the major users of the supplies.

E. Kitchen use by groups outside of ALC

1. Outside groups will complete a facility request form as well as a kitchen request form and submit to the church administrator
2. A rental fee will be charged per the facility and building usage policy with a \$75 upfront deposit.
3. ALC staff or member of the kitchen committee will check status of the kitchen prior to and after the event to assure the outside group has left the kitchen in same condition after the event. If not, the group's deposit fee will be forfeited
4. In the event the outside group is requesting major use of the kitchen (see A 1) a representative of the outside group would need to be oriented to the kitchen by a member of the Advent kitchen committee

F. Kitchen committee responsibilities

1. The Nurture and Fellowship committee will maintain a kitchen subcommittee to:
 - oversee the operations of the ALC kitchen
 - provide ongoing training of ALC members in kitchen use
 - stock the kitchen supplies for hospitality and N&F sponsored events
 - be a resource for other major groups that utilize the kitchen