

Rules for Kitchen Use

Everyone is responsible for cleaning up after their meals and snacks. These rules apply to both church activities and rental events.

You have some choice in how you wash the dishes: See “Dishwashing” below. You can hire someone to run the dishwasher for you and put things away after your event. Plan ahead: call the office well before your event to make arrangements if you want to hire someone. If you don’t hire someone to do dishes, plan ahead on which volunteers will stay after the fun is over to do the dirty work! It is your responsibility to see that every utensil used and every surface sullied is cleaned before you leave the premises.

We suggest you clean work surfaces before preparing food.

Exhaust fan **MUST** be turned on when using stove top or oven. (Switch is under metal protector, to left of door to Channing Hall.) This is important in order to avoid accidental triggering of the fire suppression system. Please turn fan off and close window before leaving.

Food supplies

If you are bringing food and cooking supplies BEFORE an event:

- Confirm with the church office that no other event has reserved the kitchen and/or refrigerator for the time period you want to use it.
- Make a reservation to use the space.
- Label all foods and supplies with your event name and date.

All food you brought in for your event must be disposed of or leave with you:

- Do not expect that someone else will either use your food or take it to the shelter.
- Do not leave food, prepared or otherwise, in the kitchen, the refrigerator, the pantry, or the freezer without the express permission of church staff.
- All unlabelled or past event date food items will be thrown out.

Clean up

- Dispose of paper, glass, metal and plastic in recycling bins.
- Dispose of ‘return for deposit’ containers in proper bin.
- Dispose of all non-meat food scraps in compost bin.
- All surfaces you use must be wiped clean before you leave the kitchen: table, counters, stove and backsplash.
- After washing dishes wipe out sinks, removing all residual food.
- Sweep floors, mop if necessary. (Tools located on stair landing just off Channing Hall, one door to the right of pantry door.)
- If you have filled the garbage can, remove the full bag, tie it, and take it to the wheelie bin on West St. (More bags are in the plastic drawers below the microwave.)

Dishwashing

If your event will fill more than TWO dishwasher racks of dirty dishes, your event is considered a larger event and you are responsible for running them through the dishwasher and returning all items to their storage places.

For smaller events or personal use, dishes and pots may be dealt with one of two ways:

Prepare for later machine washing: Scrape off food, rinse, and stack in correct type of dishwasher rack for later washing in the machine by custodial staff. Two racks for collecting dirty dishes will be kept on the counter by the pass-through.

OR

To hand wash:

1. Draw a basin of hot soapy water to wash.
2. Rinse with plain water.
3. Draw a basin of room temperature water and for each gallon of water add one tablespoon of regular bleach (kept at sink near dish soap). This final rinse will sanitize any dishes or utensils.
4. After the Wash - Rinse - Sanitize leave dishes to air dry in rack.

Custodial staff will put away dry dishes and tools once a day (Monday thru Friday and Sunday).

For larger events, turn on dishwasher and run one cycle to warm up as in the posted instructions.

1. Scrape off food, rinse, and stack in correct type of dishwasher rack.
2. Run racks thru the dishwasher.
3. Air dry briefly, replace all dishes and tools to the correct storage places.
4. Turn off dishwasher.