

KITCHEN MINISTRY PROCEDURE / USAGE MANUAL

Kitchen Ministry procedures and expectations for facility use.

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FEES

Non-church members

Non - church member usage fee is \$75 not including weddings. There is a \$100 deposit returnable upon inspection. Wedding procedures are not under the authority of the Kitchen Ministry and therefore not addressed in the Kitchen Ministry Manual.

Church Members

Individual/ personal use of kitchen facilities by church members will be subject to a \$25 fee due in advance. The cost of custodial services should be discussed with the church Sexton. However, if the facilities are left in disarray as determined by the Kitchen Manager an additional minimum fee of \$100 will apply.

Breakage policy - anything that is broken needs to be reported to the Kitchen Manager. The cost of replacement / repair will be assessed by the Kitchen Ministry committee.

DONATIONS

Anytime a major fundraising event is held there are resources used (utilities, dishwasher, cleaning products, consumables (tea, lemonade).)

We strongly encourage the event holder to make a donation to the Kitchen Ministry. This excludes AA, the BBQ, RITI and the Women's Shelter.

TRAINING

Training for equipment usage is required. We ask each organization / ministry to have designated persons attend training, but training is available to any church member.

KITCHEN STAPLES

The kitchen will be stocked with many dry goods and food items (examples: ketchup, sugar, mustard, salad dressing) that are commonly used for most events. **Please check with the Kitchen Manager for available items before your event. Please help our ministry be a good steward of resources.**

EQUIPMENT USAGE AND MAINTENANCE

Convection Oven

The convection oven heats quickly. You should allow 15 min. approx. to pre-heat. The temperatures should be gauged for convection - meaning set the temp. about 25 degrees lower than a conventional oven. Be careful to check foods when multiple containers are being used, as certain areas will brown faster than others. Place an extra pan under the item being cooked if there is a possibility of it overflowing. **Stand to the left of the oven to open the door and to remove food. Be careful as the doors are hot even on the outside. Make certain to turn oven off when not in use.** Clean-up: When oven is cooled, wipe off all surfaces including the inside of the door. Remove and wash any racks with food on them.

Coffee Pots

The coffee maker is available at all times. Empty coffee grounds before pouring from a freshly made pot. You damage the burner, if you do not. **Do not place empty or near empty pots back on the burners.** Rinse the pot(s) out when finished. **Be sure all burners are turned off.**

Dishwasher

The dishwasher is to be operated by the church custodian and persons trained to use the dishwasher.

- 1. Close the water drain valve located on the bottom left side of washer (blue knob). Turn full clockwise.**
- 2. Turn water on to fill washer (yellow handle) on top of the washer. The handle is parallel to water pipe.**
- 3. Washer will now begin to fill. When full, you will hear water running over and spilling into the drain located bottom right side of washer.**

4. Turn water (yellow handle) off, straight up, and turn water heater on. (The switch on the main panel, right side.)
5. There are two gauges located on top of washer. Wait until the one on the right reaches the second **red line** on the gauge before beginning to wash.
6. Load dishes; turn on the soap pump located on top of washer. Locate the (automatic/manual) switch on main panel and switch to the manual position. **The automatic no longer works.** Switch the wash / rinse switch to wash and dishwashing will begin. Wait several minutes and switch to the rinse position. **Hold** switch down for about 30 seconds to rinse the load now in the washer. **Turn soap pump off if you leave washer for any reason and turn pump off when you have finished washing dishes.**
7. The final washing step is to wash the metal tray and the metal rack from the sink in the dishwasher. **Please don't forget to clean the sink.**
8. Last: turn the water heater off, open the **blue handle** drain valve (bottom left) and allow the washer to empty. Remove and clean the 4 washer filter screens. Clean and wash out the reservoir before replacing the filters. The best way is to close the loading doors and turn on the water, (yellow handle). Allow water to run for 2-3 minutes and then cut water off. Replace the filters. The unit is now ready for the next job.
9. When washing silverware it is best to allow the machine to wash at least three to four minutes before rinsing. All silverware should be placed in the bright blue containers with the **handles down.** **Please do not overload containers.** This allows the water to reach all of the silverware insuring a more thorough cleaning.
10. There is a hot water thermostat located just above the **blue drain knob.** It is set to 200 degrees and never above that. Please do not change. It has been covered with Duct Tape to prevent accidental changes.

Ice Maker

Do not return ice to the machine.

Scoop ice forward to trigger continued ice making. Always place

ice scoop on top of machine. Close cover as soon as you finish. Pour unused ice on the outside plants. Wash scoop in dish washer.

Ranges / Griddles

Usage tips for the ranges:

These are residential ranges and require longer cooking times. When cooking large quantities either use two containers or be prepared for a longer prep time. Please see the posted oven use instructions.

Burner covers do not go into the dishwasher. Hand wash all decorative components, including, the knobs, bezels, grates, and burner caps.

Do not use the dishwasher to clean any of these components. Griddles - hand wash with a soft cloth only.

A stainless steel covered container is provided for grease disposal. DO NOT POUR GREASE DONW THE SINK!!

Steam Tables

Operation: Temperature controls are on the side of the machine. It must be turned on at least 1 hour before use to bring up to correct temperature. Fill pans with 2 inches of water before use.

NEVER TURN ON THE WARMER WTIHOUT AT LEAST 2 INCHES OF WATER IN PAN ABOVE THE HEATING ELEMENTS.

Cleaning: Wash all food pans used. Take out the water pan to clean surface edges. Empty water trays and wash in dishwasher after each use. Wipe all surfaces clean including serving surfaces.

Stainless Steel:

Never use an abrasive cleaner such as Soft Scrub, Comet, steel wool pads, or green scrub pads. Use only the stainless steel cleaner provided. Follow the instructions on the container explicitly.

KITCHEN COMMANDMENTS

- Leave the kitchen cleaner than you found it.
- Use appropriate cleaners.
- Cover and place a label on leftovers with the purchase and use by dates.
- Ask for help if you do not know how to operate equipment or appliances.
- Follow the instructions on posted signs.
- Make sure all appliances and lights are turned off.
- Complete the Kitchen Checklist after your event and leave it in the rack provided in the kitchen.
- Know where the fire extinguisher is and how to use it.
- Be sure to take personal containers home.
- Recycle using bins beneath the work station. Notify the Kitchen Manager of

any problems, questions, or concerns.

KITCHEN CHECKLIST

Name / Group _____ Date _____

Was the kitchen clean when you began your event? Please describe:

_____ Was the kitchen clean when you ended your event?

_____ Wipe down all stainless steel with appropriate cleaner.
This includes the sinks.

_____ Return all dishes, pots / pans, items used to appropriate
storage location.

_____ Place all used cloth products (towels, aprons, etc...) in
the clothes basket located under the table to the right
of the sink.

_____ Place recyclable items in red recycle bins.

_____ **DO NOT LEAVE ANY FOOD OUT OR UNCOVERED.**

Store labeled leftover food in proper containers or take it with you. Plastic bags and containers are available. Labels are located in the holder on the wall next to the fire extinguisher. Perishable food should be placed in the refrigerator or freezer with the date purchased and the date to use by.

_____ Sweep the dining, kitchen and beverage areas. The broom and dust pan are located in the Evans Hall storage closet.

_____ Remove and tie garbage bags and replace with new bags.
Place the full bags beneath the counter for dirty dishes.