

## **General Kitchen Rules for DRCC**

- Mark everything you put in the refrigerator and bring it home when you are done with your event;
- Mark all plates and containers you bring into the kitchen (this includes if you bring in items for a reception);
- Leave no dishes in the drying rack;
- All coffee pots must be reassembled after being cleaned;
- All items are to be put back where you took them from;
- Wipe up all crumbs and spills on counters and rolling/serving carts;
- Clean stove and spill trays, clean griddle and clean and sanitize the large soup kettle (if these appliances are used);
- Empty all kitchen trash containers and replace with liner and empty recycling containers;
- Kitchen floor should be swept and if necessary mopped;
- Drain dishwasher and clean the food collection bin;
- Clean all sink drains of food particles and clean sink basins;
- Turn off stove/oven, warming oven, convection ovens (including master switch on wall), soup kettle and dishwasher;
- Do not bring in any pots, pans, dishes, utensils or other "gifts" into the kitchen without prior approval. If you want to see something added in terms of cooking equipment, please make a monetary donation and we will purchase items that are commercial grade (not residential grade);
- No kitchen items are to leave the premises without prior authorization. When deemed necessary, that authorization must be from a member of the Kitchen Committee and all items will be recorded in the Kitchen Log Book; items must be returned to the church in clean condition and recorded in by the responsible Kitchen Committee Member;
- All kitchen events need to have one person who will communicate with the "on-call" Kitchen Committee member; that person will be the responsible party and will ensure that all rules are followed;
- All groups using the kitchen will be required to meet with a Kitchen Committee Member to review requirements prior to event and then again after event to make sure all items are returned to their proper place and the kitchen is clean;
- Dishtowels need to be taken home and washed then returned the **following** day for inside groups; towels will need to be wash by the responsible Kitchen Committee member for outside groups and returned the **following** day;
- Outside groups using the kitchen will be required to pay a \$25 deposit which will be returned by the SafeServ Certified Church member or designated Kitchen Committee Member upon satisfactory inspection of the kitchen after event;
- After all events, including Coffee Hour, a Kitchen Committee Member will look at the kitchen; all expired food will be thrown out and all items that don't belong in the kitchen will be removed (including personal plates, vases, cook wear, etc. - that is why you need to put your name on all your items). If you bring it in for a church event, please take it home.

### **Kitchen Committee Members:**

Sybil Higgins, Dorothy DeMichael, Grace Krick, Rita Thorpe, Jane Syme, Irene Phinney, Bill McNeely, Fran & Fred Phinney.