

# Lutheran Church of the Resurrection

## Kitchen Use Policy

### Purpose

To ensure the church kitchen is maintained in a clean, safe, and respectful manner and to support the various ministries, events, and functions of Lutheran Church of the Resurrection.

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### General Guidelines

1. **Approval Required:** All kitchen use must be scheduled and approved through the church office.
  2. **Authorized Use:** Only approved church members, ministry groups, or outside groups with prior permission may use the kitchen.
  3. All users must sign the **Kitchen Use Agreement Form** prior to using the facility, acknowledging they have read and understood the policy and procedures required. This must be signed and returned to the church office 1 week prior to event.
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### Cleanliness & Sanitation

1. **Clean during and after event:** All users must clean up immediately following the event.
  - Wash and dry all dishes, utensils, pots, and pans and put everything away where you found the items. This means if you are using the dishwasher you must wait until it is complete and empty the dishes and put them away.
  - Wash and return (within 3 days of event) all washcloths and towels. Return them where you found them in the kitchen.
  - **DO NOT** pour grease down any sink. Grease must be solidified and disposed of in the trash.
  - Wipe down all countertops, tables, stovetops, and appliances (stove, refrigerator, dishwasher, sinks, etc.) and any surfaces.
  - Sweep floor. Clean/mop the floor if spills occur.
2. **Trash & Recycling:**
  - Empty all trash cans and take bags to the outside dumpster. **For those events where prior approval has been granted by the Church Kitchen Lead, the small amounts of trash can be lever overnight but must be in a covered bin.**
  - Replace with clean trash liners (provided in kitchen cabinet).
  - Recyclables should be placed in designated bins.
3. **Food Storage**
  - All food and beverages brought in food must be removed use unless prior arrangements are made with Church Kitchen Lead.
  - If permission is granted to leave food/beverage items, all items must be sealed and stored in the fridge or freezer with a label that states the date opened and group name clearly on each item. The group who leaves it is responsible for it. **Using masking tape or green painters tape works well for labeling items.**

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### Equipment & Supplies

#### 1. Appliance Use

- Ensure you are trained before using commercial appliances.
- Turn off all appliances after use. **DOUBLE CHECK** that all stove/ovens dials are set to off before you leave. Anyone in the kitchen can accidentally nudge/bump one to the on position. **THE LAST thing before turning of the light, check AGAIN all dials are off.**
- Report any malfunctioning or damaged equipment to the church office.

#### 2. Supplies

- Users must provide their own food, paper goods, and plastic ware unless prior permission is given.
- Church-provided supplies (if allowed) must be documented and approved beforehand.

#### 3. Inventory

- Do not remove any kitchen items from the premises.
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### Health & Safety

#### 1. Proper Attire

- Closed-toe shoes only in the kitchen. No open-toed shoes are allowed.

#### 2. Food Handling and Serving

- Follow safe food handling guidelines: wash hands, avoid cross-contamination, cook food to appropriate temperatures, gloves, hairnets should be worn, etc.

#### 3. For **events where food is being prepared in the kitchen**, the additional requirements are:

- Maintain a temperature log for the refrigerator and freezer before the event begins.
- Gloves, hairnets/beard nets, must be worn during food preparation and service.
- The exhaust fan **MUST be on when cooking food**
- Use approved sanitizing liquids for cleaning dishes and surfaces; record the use in a sanitation log.
- Wash and sanitize all surfaces before and after use.
- Allow all dishes to air dry. Do not sure the dishwasher. Be sure to put away all dishes once dry.
- Maintain a log of food tempeatures during preparation and serving as required.

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### 4. Fire Safety and Other

- Know the location of fire extinguishers and first aid kits.
- Do not leave cooking unattended.
- If your event requires the use of multiple electric appliances, schedule a consultation with the church kitchen lead to ensure proper and safe use of extension cords and power strips.
- Be aware of emergency exits.
- DO NOT prop open doors.

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## Accountability

### 1. Damage or Loss

- Any damage or loss of kitchen equipment must be reported immediately.
- Groups could be held responsible for repair or replacement costs beyond general wear of items or clear accidents. The Church Kitchen Lead can work with the event lead to make an appropriate determination.

### 2. Inspection

- The kitchen may be inspected after use. If not left in proper condition, access may be revoked.

## CHURCH KITCHEN LEAD ROLES & RESPONSIBILITIES

1. This lead reports to the Building & Grounds Lead from a church organization perspective.
2. Review and approve all kitchen use requests. Make sure all signed paperwork is turned into the church office. The Church office will schedule kitchen use to ensure there are no conflicts with other events and will communicate as appropriate to the Church Kitchen Lead. Church events should take priority over member or non-member events.
3. Complete random, unannounced inspections of kitchen use events to insure policy is being followed. This is at the discretion of the Church Kitchen Lead for how often this is done. Larger events with new event leads may be considered a priority for an inspection.
4. Work with any event leads on damages/replacements/missing equipment. Ensure all parties are treated equally and fairly and the church is recovered appropriately for any reasonable costs.
5. Work with Building & Grounds Committee for the following:
  - a. Report any repairs/replacements needed. Work with Building & Grounds lead to schedule replacements as budget permits. Larger/long-term needs should be included in the Building & Grounds 5 year plans.
  - b. Routine tasks (as needed): Sweeping or vacuuming will be completed by the Custodian staff.

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- c. **Oversee a team of volunteers to complete** needed monthly Deep Cleaning:
- Wash floors
  - Clean sinks
  - Clean refrigerator (as needed)
  - Light cleaning of stove
  - Evaluate and schedule all stove deep cleaning as needed.