

OWLTOWN CHURCH OF GOD

KITCHEN POLICIES

1. Policies For Church Functions

- a. All Church functions will have full use of all kitchen equipment and supplies.
- b. Please check the kitchen before buying any condiments, spices, ingredients and other supplies. Please use opened items first. If you use any, please let the Kitchen Coordinator, Jeff Morgan, know if any items need to be replenished.

2. Policies for Non-Church Functions

- a. All non-church functions (weddings, private parties, etc.) will have full use of kitchen equipment, but not paper goods, coffee, consumables, supplies or items in the refrigerator or pantry.
- b. In order to use the kitchen with the facility, event coordinators must sign this list of policies before the event. The fee for using the kitchen is \$50.00. Additionally, the \$50.00 refundable deposit for non-church functions will only be returned if the kitchen (as well as the rest of the facility) is cleaned according to these guidelines.

3. Safety Measures and Information

- a. No one under the age of 18 may operate the stove/oven.
- b. The shut-off valve for the gas stove/oven is on the wall behind the stove on the right side. You can access the valve by pulling the griddle table to the right.
- c. The exhaust fan is to be turned on at all times when either the stove/oven and/or griddle is in use.

- d. If you have never used a griddle before, please work with someone who has or get proper instruction beforehand.

4. Kitchen Clean-Up for All Functions

- a. All dishes are to be washed and put away where they were found, all surfaces should be wiped clean, the floor must be swept and mopped, and all other supplies and equipment put away.
- b. The griddle is to be wiped off with a rag soaked in hot water **only**. Wipe dry with another towel
- c. All leftover food should be thrown away or taken home immediately, or it will be disposed of.
- d. Dispose of trash outside in the trash bins. Put fresh trash bags in the cans. There are also trash cans in the restrooms that may need attention.
- e. Take any dirty cloth towels/wash clothes home and wash them; bring back within a week so they may be used for future events.

5. Ordering Supplies

- a. Ordering of supplies will be handled by the Kitchen Coordinator, Jeff Morgan; however, he needs to know when the last of an item has been used. Please inform him if you notice any of the following items that need to be replenished:

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| 1. Dish detergent | 6. Plastic wrap |
| 2. Sponges | 7. Food Storage bags |
| 3. Cleaning products | 8. Paper plates, cups, napkins
and/or utensils |
| 4. Trash bags | 9. Coffee filters |
| 5. Plastic gloves | 10. Condiments |