

Guidelines for the Use of Bayview's Kitchen

The church kitchen is available for use by many groups. In order to keep the area clean and to maintain food safety, the following guidelines have been approved.

General Information

Groups using the kitchen will be asked to complete the **KITCHEN CHECKLIST**. These forms are located on a clip-board in the kitchen. After completing the check-off, the form should be left on the clip board.

There will be a place on the form for the date of the event, the name of the group using the kitchen, and the signature of the person in charge for that date.

There will need to be adult supervision of youth groups using the kitchen.

Clean Up

Groups using the kitchen are expected to leave the food service area as clean as they found it.

1. Dishes, silverware, and cooking utensils are to be washed and **put away**. **This includes even a few coffee cups and spoons**. The small dishwasher can be used, if needed.
2. All unused dishes, silverware, and glasses that have been on dining tables should be washed before putting back in cupboards.
3. Coffeemakers and carafes to be emptied and washed out.
4. Wipe off tables and kitchen counters.
5. Drain dishwasher, if used, **clean screen** and **turn off dishwasher**.
6. Check that if used, **stoves and ovens are off**.
7. Person in charge of the event will take soiled dish towels and cloths home to wash, and return them to the kitchen.
8. Garbage is to be bagged in plastic bags and put in the garbage bin outside. Cans, jars, etc. to be **rinsed out** and put in the recyclable bin in the kitchen storage room.