

KITCHEN USE CHECKLIST

This checklist must be completed after every use.

Check: Y - Yes / N - No / NA - Not Applicable

Date: _____

Cooking Area

Cleanliness of stove: inside & outside	
Cleanliness of stove top	
Cleanliness of ovens	
Cleanliness of warmer	
Cleanliness of coffee maker	
Cleanliness of ice machine	
Cleanliness of tea maker	
Cleanliness of microwave	
Cleanliness of tilt skillet	
Cleanliness of grill	
Cleanliness behind / under the grill	
Cleanliness of shelves	
Cleanliness of hood and screens	
Cleanliness of sink	
Cleanliness of shelves	
Cleanliness of countertop	
Cleanliness of pot and pan sinks	
Cleanliness of hand sink	
Cleanliness of shelves	
Cleanliness of pots and pans	
Cleanliness of pot and pan rack	
Cleanliness of cooking utensils	
Cleanliness of utensil drawers	

Pantry

Foods properly wrapped, labeled and dated	
All items off of the floor	
Cleanliness of pantry	

Refrigerators and Freezers

Foods properly wrapped, labeled and dated	
Proper temperature	
Cleanliness of interior & shelves	

Dishwasher Area

Cleanliness of interior of dish machine	
Cleanliness of exterior of dish machine	
Cleanliness of garbage disposal	
Cleanliness of pre-rinse sink	
Cleanliness of shelves	
Cleanliness of clean dish racks	
Cleanliness of dishes	
Cleanliness of hand sink	
Cleanliness of dish carts	

Dining Area

Cleanliness and neatness of chairs & tables	
Cleanliness of tableware	
Cleanliness of silverware	
Cleanliness of salt & pepper shakers	
Cleanliness of sweetner caddies	
Cleanliness of cabinets	

General

Food contact surfaces clean and sanitized	
Utensils and equipment properly stored	
Non-food contact surfaces cleaned	
Floors, walls, and doors cleaned	
Floor mats cleaned	

Trash / Dumpster

Trash emptied and lid is closed	
Doors are closed	
Trash cans cleaned and stored properly	

Sanitation

Gloves properly used	
Hands clean and properly washed	

Comments: _____

Person Completing Checklist _____ Date _____

Group Leader _____ Date _____

ST JAMES UNITED METHODIST CHURCH
KITCHEN USE GUIDELINES

Each group using the facilities must schedule the activity through the Facilities Manager by an adult (person aged 21 or older). This contact person is to insure that these guidelines are fulfilled and will be responsible for any and all damage, maintenance, and cleaning of the facility which should be performed by the group.

Each group is responsible to return any used space; dining area, kitchen, fixtures and equipment to its original condition, including setting up, taking down, storing, and location of tables and chairs.

KITCHEN GUIDELINES:

1. It is the responsibility of the user to clean and return all dishes, utensils, and cookware to proper storage area, and take all trash to the dumpster.
2. All food, beverages, grease, etc. used in the kitchen must be removed by the group and/or the responsible adult. Please do not leave any food or beverages.
3. User must have instruction on proper use of all kitchen equipment prior to use.
4. Any non - St James Church Group using the kitchen must provide all supplies used by that group. This includes paper products, utensils, trash bags, cleaning supplies, dish towels and table linens.
5. Cooking is not permitted without prior approval. Fan must be in operation whenever stove is used.
6. If any kitchen supplies or equipment is taken from one kitchen to the other kitchen, it must be returned to its original location.

GENERAL GUIDELINES:

1. No furnishings or equipment shall be removed from the church property and kitchen furnishings must be left in the order and location in which they were found.
2. All lights, equipment and appliances must be turned off when leaving the building and all doors are to be locked. Arrangements must also be made with the Facilities Manager for the security system to be activated after building is locked.
3. Smoking is not permitted on church property at any time.
4. Alcoholic beverages are not permitted on church property at any time.
5. All city laws and ordinances are to be observed.
6. St James Church is not liable for any injuries or damage to personal property.
7. Appeals for exceptions to these guidelines must be made in writing to the Facilities Manager who will forward the request to the Board of Trustees at the Trustee's next regularly scheduled meeting.

CLEAN UP AND RESTORING KITCHEN FACILITIES:

The church facilities utilized are to be restored after said event has been completed. Someone must be designated for this responsibility and that person will be responsible for meeting with the Facilities Manager prior to the event to be informed of policies and location of equipment. All equipment and furniture that is moved out of place is to be returned to its original position. Payment will be made to the church for custodian services rendered on behalf of the organization for set up and clean up. **All fees must be paid two (2) weeks prior to the event.**

In case of an emergency, please call 911 and then inform the church office, Facilities Manager or custodian on duty after 5 pm.

We are very proud of our facility. Please treat our building, its interior, equipment, and our staff with respect.

KITCHEN TRAINING QUESTIONS AND INFORMATION :

What is involved in Kitchen Training? How long does it take? What if I do not feel confident to use the equipment even though I have been to one training?

- If you only plan to serve drinks, you should allow about 30 minutes. In this time, you will learn to use the coffee-carafe and tea machines, where items are stored, what is involved in serving drinks, and what is required for clean up.
- If you plan to cook and serve food as well, you should plan to attend a cooking/training session. This will take about an hour. You will learn to use the cooking equipment and cleaning equipment. By having hands-on training, you will be more familiar with using the equipment when you have your own event.
- If you would like to attend another training, you are certainly welcome! If you are not confident that you can use the equipment safely, please be honest and ask for help.

How far in advance do I need to request Kitchen Training?

- As soon as your date is set including use of the kitchen. Even if you are only planning to serve drinks, please reserve the kitchen. This helps us monitor the kitchen use as well as plan training sessions. Scheduling a training session as far ahead as possible helps insure that someone will be available to train you. Four weeks ahead is usually sufficient.

I know how to cook - why do I need to be kitchen trained?

- Our kitchens are commercial kitchens. Several of the pieces of equipment are not ones you would have in your kitchen at home! Safety and cleanliness are of utmost importance. You need to be sure that you understand the rules.

If I am the kitchen-trained person for my event, must I be in the kitchen for the whole time?

- Yes! There must be a trained person in the kitchen any time it is in use. If your event will be several hours long, you may choose to have several people trained so that you can have shifts. You must be certain to communicate with the next person any information they need so that there is continuity. Those cleaning up need to know where the items should be stored. The kitchen should be left cleaner and in better order than you found it.

I want to attend all of my event. Can I have someone else cook for us?

- We are beginning a new ministry, that of cooking for each other. While still in the process of developing a list of people who are kitchen trained, we encourage you to ask! We also encourage you to volunteer to cook for someone else! Cooking for each other is a fun way to minister to each other and to get to know those in other ministries. It helps us be more "family"!

If you have questions about kitchen training or would like to schedule a session for kitchen training, please contact the Facilities Manager.

I have received a copy of the Kitchen Use Policy concerning use of the kitchen and furnishings of St. James United Methodist Church and agree to abide by them. I will report any known damages to the church office and be responsible for any damages.

Signature: _____

Group Name: _____

Date: _____

Accepted by St James United Methodist Church:

Signature: _____

Date: _____

FEE SCHEDULE - Christian Life Ministries Center Kitchen (CLMC)

Use of CLMC Kitchen by a non- St James Group

- (No scheduled activities after 5:00 pm on Saturday)

\$100 security/damage deposit due at time event is scheduled to secure event on the calendar

\$100 kitchen use fee

Use of CLMC Kitchen by a St James member for personal use:

- (No scheduled activities after 5:00 pm on Saturday)
- \$100 security/damage deposit due at time event is scheduled to secure on the calendar
- No kitchen use fee

FEE SCHEDULE - Fellowship Hall Kitchen in Main Building

Use of Fellowship Hall Kitchen by a non- St James Group

- (No scheduled activities after 5:00 pm on Saturday)

\$50 security/damage deposit due at time event is scheduled to secure on the calendar

\$50 kitchen use fee

Use of Fellowship Hall Kitchen by a St James member for personal use:

- (No scheduled activities after 5:00 pm on Saturday)
- \$50 security/damage deposit due at time event is scheduled to secure on the calendar
- No kitchen use fee