



Kitchen Usage Policies

All Functions

- The kitchen must be reserved with the church office before use.
- If food is brought into the kitchen before an event, it must be specifically labeled with the name of the event (e.g., Food for _____ Funeral, Food for One27).
 - Labels are located in the cup attached to the refrigerator.
- All leftover food should be thrown away or taken home after the event.
- Items from the kitchen that are damaged or lost during the event must be replaced.
- Only persons working on or preparing for the event should be allowed in the kitchen.
- Cleanup:
 - All equipment used for food preparation/serving must be thoroughly washed, dried, sanitized, and returned to the place where it was stored.
 - Clean all appliances after use.
 - Do not leave anything in the drying racks, in sinks, or on the counter.
 - Wipe down all countertops and sinks.
 - Squeeze water out of sponges and washcloths.
 - Hang used washcloths and towels on the sides of the bin under the counter.
 - Trash must be thrown away in the dumpster, and new bags replaced.
 - Larger recyclable items go in the bin out the back door. Please break down cardboard boxes. Rinse out returnable cans/bottles and place them in the labeled bin.
 - Clean any spills and sweep the floor as needed.
 - Ensure that the ovens and coffee makers are turned off.
- Be sure that the back kitchen door is pulled shut and locked.



Ministry-Related Functions

- Church functions have full use of all kitchen equipment and supplies.
- Check the kitchen before buying condiments, spices, ingredients, and other supplies. Please use opened items first. Let the Office Manager know if any items need replenishment.
- Church functions off church property can use equipment only with the permission of a church staff member. All items should be returned the next day.
 - Please complete the equipment sign-out sheet:
<https://wearefaithchurch.churchcenter.com/people/forms/557271>

Non-Ministry Related Functions

- Non-church functions (weddings, private parties, etc.) may fully use kitchen equipment except for paper goods and other disposable items.
- No kitchen items may be removed from the church property.