

Kitchen Use Policy

The Kitchen Committee recognizes that many groups and individuals of our church use the kitchen to support their ministries. No one ministry is more important than any other as they all reach out to help others.

Those who use the Kitchen will be asked to help clean and maintain equipment on a regular basis. That is not the sole responsibility of the Kitchen Committee. During the year times will be set aside for these tasks and help requested.

If and when repairs are needed to be performed on any equipment the Kitchen Committee will need to be notified prior to work being done. Several items will need to be considered before calling for repair. (Cost and availability of funds, age of equipment, urgent need of equipment versus seldom used, etc.) If and when items need to be purchased for the kitchen a request needs to be placed before the Kitchen Committee. Most items will quickly be replaced but there are some things not present in the Kitchen by design for safety and health reasons. Often we have items in our home kitchens which may not be suitable for use in the church kitchen.

Procedures as set forth by the Kitchen Committee will need to be followed. Items returned and/or replaced in their proper locations is a must. Church owned utensils and equipment are not to be removed from the church without Kitchen Committee permission. (This of course does not include items owned by a group. i.e. bus ministry containers to transport food.) A "Kitchen Use Log" will be maintained by all who use the kitchen. Sign in and sign out procedures will be listed in the Kitchen Procedures handout.

Manuals for all kitchen equipment will be housed in the cupboard above the microwave in the kitchen. (red notebook) The Trustees of the church will also have a copy for their files.

Policy proposed on _____

Policy approved on _____