

Northern Lakes Community Church
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www.northernlakescc.org

Welcome to Northern Lakes Community Church and Kitchen.

To enable you to use these facilities effectively, our Kitchen Committee has assembled guidelines, which are attached. These guidelines will inform you on how to use the equipment and where to find supplies, utensils, etc. Our desire is for your event to be successful and with a minimum of anxiety.

Please keep in mind the importance of sanitation in a kitchen which is used by many different individuals at different times. Bacteria grow quickly in sinks and on surfaces. Please clean these areas with sanitation cleaner before and after your food preparation.

These facilities exist for the glory of God and the good of His Church. Our prayer is that you will be blessed as you enjoy your event here.

Sincerely,

The Kitchen Committee

I. Main Hall

- A. Clean tabletops and chairs prior to AND after use with a sanitizing cleaner. Wipe dry with a paper towel.
 - 1) Sanitizing cleaner (Quat-san) is kept in spray bottles under the kitchen sink.
- B. Clean all spills on the floor immediately with a wet paper towel or mop.
- C. Sweep or wet mop the floors.
 - 1) Suggestion: To minimize clean-up, use tables in a localized area.
 - 2) Brooms, vacuum cleaner, mops, etc. are kept in the maintenance room at rear of main hall.

II. Kitchen

A. Kitchen Safety

- 1) Food should be handled with steril gloves to prevent cross-contamination. Gloves are kept in the drawer to the right of the sink. Use tongs whenever possible when serving food; one tong per item to prevent cross-contamination.
- 2) Be sure hands are washed and/or use sterile gloves before setting tables or handling silverware, glasses, etc. Do not allow the eating end of the silverware to be handled by servers, use the handles. Silverware must be either wrapped or protected by a napkin.
- 3) **Children should not be in kitchen/kitchen areas, not allowed to operate equipment.**

B. Refrigerator

- 1) Leftover food, opened drinks and unopened perishable items must be removed immediately after the event.
- 2) All items must be sealed tightly. Zipper plastic bags are provided in the first drawer to right of sink.
- 3) Foods should be labeled with the date it is opened and, if there is no expiration date on the packaging, it should also have the date purchased. A Sharpie marker is available on the refrigerator to write on the package.
- 4) Clean all spills (no matter how small) IMMEDIATELY with a wet paper towel.
- 5) Wipe refrigerator handles with sanitizer and paper towel.

C. Freezer

- 1) All items are to be sealed and labeled. Please use as soon as possible. Zipper plastic bags are provided in the first drawer to right of sink.
- 2) All spills must be cleaned up IMMEDIATELY with a wet paper towel.

D. Sinks

- 1) Rinse sinks with hot water prior to use.
- 2) Rinse all cooking utensils with hot water prior to use.
- 3) Fill right sink with hot, soapy water (Dawn liquid is kept under the sink.)
- 4) After use, wash all cooking utensils and place in respective storage areas.
 - a. Dishes, pans, and utensils should be washed using a three step process: Wash, Rinse, Sanitize. Brown bussing tub is for sanitizer solution. Liquid sanitizing solution (Quat-san) is kept in cupboard under sink.
- 5) **Air dry all dishes – no towel drying**
- 6) Do NOT leave any containers soaking in the sink.
- 7) Remove all food particles from the sink, scour and rinse with hot water.

E. Coffee Maker

- 1) Rinse coffee pots with hot water before use.
- 2) Place clean filter and one packet of coffee into basket. Filters and coffee are located in corner cabinet below coffee maker.
- 3) Push START/Brew button to begin process.
- 4) Warming units for additional pots of coffee are located to the right of the brewing unit.
- 5) After use, turn burners off and empty all coffee from pots. Wash pots in sink and air dry them. Empty coffee grounds and filter from the basket in the trash and rinse basket clean.

F. Stove and Oven

- 1) Pilot is continuously on. Turn to desired temperature and begin cooking.
- 2) After use wipe all surfaces with sanitizer and wet paper towel.
- 3) Clean any spills in the oven with warm soapy water.
- 4) Do NOT store any pans in oven.

G. Dishwasher

- 1) Heavily soiled pans, dishes and utensils with dried-on food should be presoaked before placing in the washer.
- 2) Do NOT overload the dishwasher; make sure the washer arms spin freely.
- 3) Dishwasher soap and Jet Dry are kept in the cupboard below the sink.
- 4) Close the washer door and press "Normal Wash."
- 5) When the cycle is complete, put dishes back in proper cupboards.
- 6) Pots, pans and dishes that don't fit in dishwasher are to be washed and sanitized in the 3-compartment. Brown bussing container is for sanitizer. Be sure bleach or Quat-san sanitizer is used in the 3rd compartment. (Bleach and/or Quat-san is kept below the sink.) **Air – no towel drying!**

H. Garbage Disposal

- 1) Place ONLY food in disposal. No raw potato or potato skins!
- 2) Ensure no utensils or dish clothes are in disposal before turning on switch.
- 3) Run cold water and keep hands away from unit when turned on.

I, _____, the representative of the _____ group using the building/property of the Northern Lakes Community Church, have read and understood this kitchen use policy and agree to adhere to the terms of this policy.

(Signature) _____ (Date) _____