

St. Paul's Episcopal Church, Maumee, Ohio
Church Kitchen Usage Guidelines

To facilitate increased and multiple usage, minimize congestion, and maximize sanitation, the **kitchen is to be only used for its primary purpose of meal preparation and clean-up.**

Access to the kitchen must always be provided to the rest of the church campus. Meetings in the gym are to be set-up to allow the moving of meals through the skylight room to other rooms of the church without interrupting the meetings. And meetings in the skylight room will require the moving of meals through the gym.

Persons entering the kitchen are there only for meal preparation or clean-up and are to **wash their hands** upon entry.

The **kitchen door** to the carport is **not** a general **entry** to the church and is to be kept locked from the inside. Access will be allowed only for those working in the kitchen and for the entry of food, supplies, and equipment required for meal preparation and clean-up.

Food and drink are to be prepared in the kitchen, but meals **are not served** or **consumed** in the **kitchen**. Coffee and tea are to be served in cups and with condiments provided outside the kitchen.

Counter tops and sinks are to be kept **clear** and clean for meal preparation.

A **lined trash can** is provided in the kitchen for trash generated in the kitchen during meal preparation and clean-up. Kitchen trash containing food is to be removed within eight hours.

Plants are **not** to be **maintained** in the kitchen.

Trash cans are to be provided in dining areas. Any **trash** generated outside the kitchen is **not** to be **brought in the kitchen**.

The wheeled metal **carts** in the kitchen are for the **transport** of **meals** from the kitchen to a dining area and for transport of dirty dishes back to the kitchen. Do not use them as permanent serving tables.

Dirty dishes and utensils are to be gathered in a designated spot within a dining area. When these gathered **dirty dishes** are brought in the kitchen, they are to be **immediately washed**. Those washing the dishes are also responsible for inspecting and **putting** them **away** when dry.

(Updated - Dave Watts, 06/25/11, 15:23)