

KITCHEN USE AND FOOD SERVICE INFORMATION SHEET

In order to insure the safety of persons using kitchens at FCFUMC and the safety of food served at FCFUMC (including pot luck food), to understand how and how much our kitchens are used, and to accommodate all food service needs of our congregation, please fill out this form.

Please complete this form at least two weeks prior to your event and leave it in the

Kitchen Committee PO Box in the church office,

Kitchen Committee contact: Alyce Kaehler(484-1463).

Group using church kitchen/kitchens _____

Date/dates of event(s) _____ Kitchen time needed: from _____ to _____

Today's date _____

Your name _____ Phone _____

1- Which kitchen, kitchens, or area do you plan to use to prepare and/or serve food? Circle all that apply: main kitchen Fellowship Hall parlor kitchen parlor youth staff kitchen conf. Room village cafe Other _____

2- What of the following do you plan to use? Circle all that apply: all disposables glassware white china glass cups or plates good stainless flatware tablecloths punch bowl & ladle best stainless flatware silver coffee/tea service blue trays Other _____

3- Will you? Circle all that apply: prepare food at the church purchase food from a restaurant, deli etc. bring food prepared at home Explain _____

4- What church kitchen equipment do you need to use for your food service plans? Circle all that apply: Main kitchen: refrigerator convection oven range freezer dishwasher coffee grinder and extractor Parlor kitchen: refrigerator freezer(in ref.) range oven dishwasher Other _____

5- What instruction do you need to safely and successfully use our kitchen equipment?

6- What supplies, equipment, or utensils would make using our kitchen/kitchens easier for you and your event?

7- How many persons do you plan to serve? _____

8- Name/names of person/persons (and phone numbers) responsible for personal/food safety for your event.

Signed _____ Signed _____

Questions _____

FCFUMC Kitchen Use Memo

Memo: To any person or group planning to use any FCFUMC kitchen for any food service at FCFUMC:

Kitchen Committee Contact: Alyce Kaehler, 484-1463

As everyone knows, our church kitchens are heavily used. Scheduling on Sundays is especially difficult because so many food service events take place on Sundays.

However, all events that include food service that are scheduled for any day require completion of the attached form. If your events are regular, such as monthly etc., then please, complete one form that includes each date of your event.

It is incumbent on every person or group using a kitchen to inform the church about intended use. The office staff should give you a copy of the Kitchen Use and Food Service Information Sheet when you request the use of our facility and you check the space for use of a kitchen* for your event. If you do not receive a copy of the attached form, please use this one. Our goal is to accommodate any group wishing to have food service.

*Note: This means any use of a kitchen, kitchen supplies, or equipment.

Questions? Call Alyce Kaehler, 484-1463

(kitch3592207)

As an alternative to completing the attached form, I would rather attend meetings of the kitchen committee to resolve issues with kitchen scheduling and use.

Signed _____

Date _____ Phone _____

Please sign and place in the Kitchen Committee P.O. Box in the church office.