

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 FC-FUMC (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: Alvce 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

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

Signed _____

Date _____ Phone _____

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

A Kitchen Covenant

The four kitchens in First United Methodist Church are Sanctuaries of Goodwill!

As Sanctuaries of Goodwill:

1. We share the kitchen spaces with hospitality and understanding.
2. We leave the kitchen facilities cleaner than we find them.
3. We good-naturedly attend to the clutter left by others.
4. And we generously share equipment and knowledge about the use of the kitchens.

After using the kitchens, we give thanks to God for the food that nourishes our bodies and the persons who produce, harvest, deliver, and prepare it for us.

CRITICAL POINTS FOR FOOD SAFETY AND CHECK LIST FOR CLEAN-UP

THANK YOU FOR CAREFULLY FOLLOWING THESE FOOD SAFETY PRACTICES.

Critical Points for Food Safety

- ⌘ WASH HANDS FREQUENTLY- ESPECIALLY AFTER USING RESTROOM
- ⌘ KEEP HANDS AWAY FROM FACE AND HAIR
- ⌘ WEAR APRON
- ⌘ COVER HAIR OR PULL BACK AND SECURE
- ⌘ PLACE BAGS AND BOXES OF FOOD ON GREEN WIRE SHELVES
NOT ON WORK SPACES
- ⌘ REFRIGERATE COLD FOODS IMMEDIATELY
- ⌘ KEEP COLD FOODS REFRIGERATED UNTIL SERVED
- ⌘ KEEP HOT FOODS AT 140 DEGREES OR ABOVE
- ⌘ CLEAN WORK SPACES AND SPRAY WITH SANITIZING SOLUTION
- ⌘ USE COUNTER TOPS AS WORK SPACES ONLY
- ⌘ **PLEASE, PAY ATTENTION TO SIGNS IN KITCHEN/FOLLOW INSTRUCTION**
- ⌘ COACH ALL KITCHEN/SERVING HELPERS to FOLLOW THESE INSTRUCTIONS

CHECK LIST FOR CLEAN-UP

- ⌘ USE SMALL DISHWASHER IN THE DISH ROOM TO WASH/SANITIZE PANS, UTENSILS, DISHES, FLATWARE, SERVING ITEMS ETC. INSTRUCTIONS ABOVE THE DISHWASHER
- ⌘ DISPOSE OF, TAKE HOME, OR TAKE ALL LEFTOVER FOOD TO COMPOST BINS NEAR THE WEST ENTRANCE TO THE HALL OUTSIDE KITCHEN
- ⌘ IDENTIFY ANY FOOD LEFT IN THE REFRIGERATOR OR FREEZER FOR MORE THAN ONE DAY WITH LABELS PROVIDED ON THE GREEN SHELVES
- ⌘ UNIDENTIFIED ITEMS IN THE REFRIGERATOR OR FREEZER ARE SUBJECT TO DISPOSAL
- ⌘ RETURN ALL FOOD PREPARATION EQUIPMENT/UTENSILS TO STORAGE SPACES
- ⌘ WASH WORK SPACES AND SPRAY WITH SANITIZING SOLUTION
- ⌘ LEAVE USED TOWELS IN WHITE PLASTIC BASKET UNDER 3 COMPARTMENT SINK
- ⌘ SIGN-OUT TABLECLOTHS USED: WASH, FOLD AND RETURN WITHIN 3 DAYS
- ⌘ TURN-OFF ALL EQUIPMENT
- ⌘ PLACE CARDBOARD AND PLASTIC IN RECYCLE BINS PROVIDED