

Universalist Church

Fern Street



Kitchen Use Procedures

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I - Kitchen Reservations and Procedures contacts

NOTE: All Kitchen Reservations must be made by contacting:

Church Office 860-233-3669 admin@westhartforduu.org

Kitchen procedure and issues contact:

Maria Sgamboti 860-217-1580 sgamboti@comcast.net
MaryAnn Affleck 860-559-7295 maryannaffleck@comcast.net

When the church is closed, arrangements must be made ahead of schedule to procure keys to church and kitchen.

Person in charge of the event or rental is to follow these instructions and all safety food handling when kitchen is used for cooking, preparing and serving food.

II - Best Practices “Do’s and Don’ts”

- Do: Put things back where you found them. If you aren’t sure: leave them on the counter.
 - Do: Leave kitchen as you found it.
 - Do: Gloves! Must be worn by everyone who touches or serves food.
 - Do: Tie back or cover your hair with a hat or scarf when preparing food.
 - Do: Label all approved storage items with: contact, event, date, contents.
 - Do: Use separate cutting boards for meat/fish/vegetables.
- =====
- Don’t: Leave purses on counter tops. Store them in area by freezer/refrigerator.
 - Don’t: Wash dishes in the double sinks. See Section III.
 - Don’t: Wash your hands in the double sinks. See Section II.
 - Don’t: Leave food or products in the kitchen, refrigerator or freezer.
 - ***Items not pertaining to Food Ministry or approved for storage will be tossed out.***

Ice maker machine:

- Use scoop on top of ice machine when dispensing ice.
- Do not leave scoop in ice machine, place on top in holder.
- Do not use your hands or a spoon to dispense ice. This causes cross contamination.

Dishwasher: can be used with instructions on wall. One cycle takes 3 minutes.

III - Sink Use

Small sink by the door is used to wash hands. Wash hands -

- After: smoking cigarettes, touching cell phone, after touching apron, clothes or body.
- After touching raw meats, eating, touching dirty dishes and before touching clean dishes.

Large sink with hose/shower head is to wash large items.

Double sink is to prepare food

Triple sink Wash, Rinse and Sanitize sectioned sink.

- Dishes and pot pans are to be washed in 3 sinks with labels. WASH/RINSE/SANITIZE.
 - 1st Wash: water at least 110 degrees with detergent.
 - 2nd Rinse: thoroughly in clean hot water.
 - 3rd Sanitize: immerse items for 60 seconds.
- Last sink is for sanitization with bleach. Instructions are in front of sink and below:
 - Fill sink ½ full with 75 degree water. Sink is labeled Sanitize.
 - Add 4 teaspoons of bleach (**DO NOT add soap**).
 - Use Chlorine test kit litmus paper: Insert paper in water solution for 30 seconds.
 - Compare color on paper to reference chart on the litmus paper container.
 - If color is below the arrow: add more bleach/ if above add more water.
- If the clear sanitizer spray bottles need filling, use water from Sanitize section of sink to refill.
- AIR DRY all washed ITEMS: DO **NOT** TOWEL DRY

IV - Stove Safety and Use

Gas smell: call 1-866-924-5325 Gas emergency center/there is no charge for service
Emergency shut off of gas line: turn red knob on wall in-between stove and cabinet to off
position.

To use stove

- Always turn on the fan before using stove/oven. Fan switch is to the right of the sink.
- Open the kitchen door. It is not necessary to open a window.
- Check to be sure (2) pilot's lights under the grill are lit by looking into the two holes on bottom of grill for lit pilots.
- The stove burners and oven pilot lights should be lit at all times. If they are extinguished see below notes in Section V.
- Ovens are calibrated for temperature.
- Preheat 30 minutes before using ovens.
- Make sure all dials on stove are in off position when finished.
- Wipe surfaces and burner elements with a damp cloth after each use.

- Periodic cleaning should be done with stainless steel cleaner on surfaces or soft-scrub pad or wire brush for tough spots
- Burner elements can be washed in warm sudsy water. They will not rust. See Grill cleaning instructions below in Section VI.

V - Pilot Lights

IMPORTANT: If OVEN pilot light goes out:

- Lighters are in drawer on right side of stove and in sterno fuel drawer under microwave oven
- **Oven pilot light:**
- Open oven door and remove bottom tray
- Open bottom kick door and Hold in RED pilot safety button for 10 seconds
- Light oven pilot while continuing to hold in the red button for 30 more seconds
- If pilot light goes out again try one more time
 - Call a contact below who will place a service call.

Emergency contacts are:

| | |
|------------|----------------------|
| Rev Len | info |
| Jeff Tyler | info |

Burner pilot lights: use lighter for individual lighting where pilot is located

Grill Pilot: use lighter under grill where 2 pilots are located.

VI - Nielsen Kitchen Grill: Proper Cleaning

- Let grill cool down. Put kettle of water on to boil.
- Scrape debris from the grill into the tray using white handled flat scraper stored on top of stove.
- Empty debris tray into white bucket designated for oil/grease stored under sink.
 - Custodian disposes of used grease and replaces bucket
- Use Solumel spray and wipe to clean grill. Use pumice and water to scrape the surface.
- Wipe clean and dry with paper towels.
- Oil the grill by spreading thin layer of cooking oil on it.
- Remove trough/tray on left side of grill. Take out the zigzag shaped metal part. Press down to bend a little on that part to remove.
- Wash the tray items in the large sink with the hose. Pour hot water from kettle over them which will break up the grease.
- Reassemble and replace dry items back in grill.

VII - Kitchen Cleanup

- Turn off coffee maker, toggle switch is behind unit, Empty and clean out coffee pots/ toss grinds.
- Everything that is used in the kitchen must be put back in the same place that you found it
 - No unapproved food is to be left in kitchen, freezer or refrigerator.
- Break down any boxes for recycling. Empty trash and recycling materials into the dumpsters at the back of the parking lot. Do not drag bags as they will tear. Roll out in trash bins.
- Dry mop the kitchen floor. Wet mop kitchen floor using sanitized water. Mops are located in the utility closet in hallway.

- Clean the kitchen countertops with sanitizer spray and paper towels.
- Wash and sanitize ice scoop and holder.
- If dishwasher was used: make sure it is empty and all items are put away.
- If microwave was used: wipe clean.
- Run garbage disposal if used to discard of food. Run cold water when using it. Switch is on the wall.

VIII - Upon Departure:

THIS IS CRITICAL: Make sure the following are all turned off.

- Stove burner dials in front of stove are OFF (only the pilot lights still on).
 - Exhaust fan is OFF
 - oven is OFF
 - Coffee maker is OFF
- Empty the icemaker drain tub.
 - Close any opened windows.
 - Turn off lights and make sure both doors to the kitchen are locked.

*** Let Maria know if any supplies need replenishing: contact info at top ***

IX - Church Events Additional Procedures:

- After tossing out trash bags, put clean bags into the large trash cans. (Bags are stored in bottom of the bins or in the kitchen cabinet to the left of the hand washing sink.) Roll Lambert's large trash can (on wheels) back into the janitor's closet.
- Church members: Leftover food should be stored in staff kitchen.
 - Must be labeled with date, contents, contact and event.
- If table linens are used they must be laundered and returned promptly. The Washer and Dryer are located in utility closet or you can bring them home to launder.
- If vinyl table coverings were used, spritz them with sanitizer water and **let them dry** before folding and putting them away.