

# **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.*

***Fire emergency - fire alarm is located between small sink and door***

## 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 or serving food.
  - Hats are stored in cabinet with aprons under coffee maker
- 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.**
- Don’t: Put boxes with food on the floor.

### 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.
  - 1<sup>st</sup> Wash:      water at least 110 degrees with detergent.
  - 2<sup>nd</sup> Rinse:      thoroughly in clean hot water.
  - 3<sup>rd</sup> 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 or:
  - Solution is: 1 teaspoon of bleach in 1 gallon of water. Use **litmus paper** to check (see above)
- 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 exhaust fan before using stove/oven. Fan switch is between sink and stove.
- 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 done.
- Wipe surfaces and burner elements with a damp cloth or sponge after each use.
- Periodic cleaning of all surfaces should be done with stainless steel cleaner, 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

#### **To light Oven pilot:**

- Open oven door and remove the racks and bottom tray
- Open bottom kick door and Hold in **RED** pilot safety button for 20 seconds
- Light oven pilot while continuing to hold in the red button for 20 more seconds
- If pilot light goes out again try one more time
  - If still not lighting: Call a contact below who will place a service call.

#### **Emergency contacts are:**

<b>Rev Len</b>	<b>860 233-3669 Ext 104 (W)</b>	<b>610-360-4001 (C)</b>	<b>860 904-2314 (H)</b>
<b>Jeff Tyler</b>	<b>860-751-2126</b>	<a href="mailto:jeffrey.a.tyler@me.com">jeffrey.a.tyler@me.com</a>	

Top burner pilot lights: use lighter for individual lighting where pilot is located

Grill Pilot light: use lighter under grill where 2 holes for pilot 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 hole for tray on right side using white handled flat scraper stored on top of stove
- Use pumice stone, soap 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 debris and grease tray, on right side, and empty into white bucket designated for oil/grease stored under sink
  - Custodian disposes of used grease and replaces bucket
- Take out the zigzag shaped metal part. Press down to bend a little on that part to remove it
- Wash the tray items in the large sink with the hose.
- Pour hot water from kettle over them which will break up the grease
- Dry items and reassemble 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 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 (All pilot lights must be on).
  - Exhaust fan is OFF
  - oven is OFF
  - Coffee maker is OFF
- Empty the icemaker drain tub on floor.
  - 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 on 1<sup>st</sup> floor.
  - 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.

*THANK YOU SO MUCH FOR FOLLOWING THESE DIRECTIONS*