

ST. ROSE OF LIMA KITCHEN POLICY AND PROCEDURES

Any group or organization using the kitchen facilities is asked to follow these important procedures.

KITCHEN - Please leave the kitchen clean and organized upon your departure. **Upon your arrival**, you should inspect the facility and report any problems you discovered to the parish office. Please remember, **THERE IS NO CLEANING SERVICE FOR THE KITCHEN.** Therefore, it is imperative that you wipe all counters, return all items to their designated places (trays in cabinets, utensils in drawers, etc.), sweep the floor (wipe up all spills, etc.), remove all unused food, take out all trash and replace trash bags.

ALL KITCHEN WORKERS/FOOD HANDLERS/VOLUNTEERS MUST WASH THEIR HANDS.

COFFEE URNS - PLEASE WASH AND THOROUGHLY DRY and return all parts to the box. **Groups requiring coffee must provide their own coffee and creamer.** PLEASE NOTE: The coffee makers should be plugged into the double outlets adjacent to the kitchen counter.

COUNTERTOPS - Thoroughly wipe down all work surfaces with the all-purpose cleaner or stainless steel cleaner. Cleaning supplies are located in the back of the kitchen. No food should be left on the counters. Do not bring or leave sugar that is not in sealed individual serving packets.

GAS STOVE/OVENS – Please be sure the pilots remain lit at all times. Exhaust fans should be used to vent heat (switch located on the wall to the left of the cooking surface). Dispose of all cooking grease by collecting it in a coffee can, chilling it and then disposing it in the trash or trash dumpster. Be sure ovens and burners are turned OFF after use.

MICROWAVE - To avoid accidental breakage, do not remove the glass turntable plate from the oven. Put all foods on a paper or ceramic plate for cooking. After use, wipe the interior of the microwave with warm soapy water.

REFRIGERATOR and FREEZER - All perishable food must be removed after the event. If food will be used for a subsequent event, it must be labeled (group name and date) and stored in freezer bags or their original sealed containers and frozen. Do Not leave these items indefinitely. If frozen food is not used within 6 months these items will be removed. Condiments and unopened beverages may be stored temporarily if labeled with a date and group name. Any items not marked will be disposed of as of their expiration date. Please wipe up any spills in the refrigerator.

Wipe up any spills in the freezer before they freeze. Freezer operating temperature should range from 0 to 5 degrees. **DO NOT LEAVE THE FREEZER DOORS OPEN AS ALARM WILL SOUND AND TEMPERATURE WILL RISE QUICKLY.**

TILE FLOOR - Sweep all areas, including under the counters and appliances. Dustpan, brush and broom are stored by the kitchen door. Wipe up all spills using paper towel and all-purpose cleaner available in the rear of kitchen.

KITCHEN TOWELS & LINENS - If you use any towels, linen tablecloths, etc., they must be washed and returned to the kitchen within two (2) days. Towels are stored on the back counter of the kitchen. Tablecloths and skirting are stored in the closet located in the Fr. Murphy Room.

TRASH - All trash should be taken to the dumpster located in the parking lot near the parish garage. Please be sure trash is placed **inside** the dumpster. All trash cans should be emptied and new

liners put into the trash cans. Trash can liners are stored on the bottom shelf of the storage rack in the back of the kitchen.

EXITING THE FACILITY - Be sure all counters, appliances and floors are thoroughly cleaned and trash is removed from the kitchen. Be sure the oven dials are off (pilots stay lit). Be sure lights are turned off and all doors are securely locked.

BORROWED ITEMS - If something is borrowed from an individual or family, the greatest care must be exercised to insure that the item is picked up or returned to the family as soon as possible. Since we do not have much available storage space it is extremely important to keep this space available for supplies. Whoever is responsible for the event should feel personally responsible for the return and removal of these items and for insuring the facility is returned to the manner in which it was found.

KITCHEN STOCK ITEMS AND INVENTORY ORDER FORM

Many organizations have varying needs for their events. The following list indicates those stock items that will be supplied by St. Rose for group use. If your requirements exceed those indicated on this list, you are expected to provide and remove those materials following your event. We will not supply items that differ from the stock list. Please do not leave items in the kitchen that you have supplied that you do not exhaust. Storage is extremely limited.

The following stock items are available for use by all parish organizations:

Paper Coffee Cups	White Dinner Napkins
10 oz. Plastic Drink Cups	White Lunch Napkins
6" Paper Dessert Plates	White Beverage Napkins
9" Paper Dinner Plates	White Plastic Lined Tablecloths
Plastic Knives	Paper Towels
Plastic Forks	Plastic Wrap
Plastic Soup Spoons	Dish Detergent
Plastic Spoons	All Purpose Cleaner

The following items are also available for use:

Glass/Plastic Punch/Salad Bowls	Assorted glass and plastic Serving Trays
Glass Vases	Glass Carafes
Glass & Plastic Beverage Pitchers	Coffee Makers/Urns
Insulated Coffee/Hot Water Carafes	Hot Water Urn

If your group/event will be using any of the stock items, you must complete a Kitchen Inventory and Order Form and submit it to the parish office a minimum of two weeks in advance of your event. Someone responsible for the event must inventory the kitchen in advance of the event to ensure the items needed for the event are in stock. The kitchen stock items form must be filled out indicating the items which are in short supply so more can be ordered. One copy of this form should be submitted to the parish office. In order to keep the kitchen stocked for everyone, it is imperative that every group comply with the Checklist Order Form Policy.

KITCHEN INVENTORY AND ORDER FORM

Today's Date: _____

Name of Organization _____

Date & Time of Event: _____

Your Name: _____

Phone Number: _____

E-Mail: _____

Tables Needed: _____ # People Attending: _____

I have checked the inventory in the Kitchen. I do not have adequate supplies for my event. I will need the following items of the material supplied by the parish:

<u>ITEM</u>	<u>Check Off Item Needed</u>	<u>Quantity Needed for Event</u>
Paper Coffee Cups	_____	_____
10 oz. Plastic Drink Cups	_____	_____
6" Paper Dessert Plates	_____	_____
9" Paper Dinner Plates	_____	_____
Plastic Knives	_____	_____
Plastic Forks	_____	_____
Plastic Soup Spoons	_____	_____
Plastic Spoons	_____	_____
White Dinner Napkins	_____	_____
White Lunch Napkins	_____	_____
White Beverage Napkins	_____	_____
White Plastic Lined Tablecloths	_____	_____
Paper Towels	_____	_____
Plastic Wrap	_____	_____
Dish Detergent	_____	_____
All Purpose Cleaner	_____	_____

We we will reorder for the number of attendees indicated and leave any unused stock for the future. Please be reminded that any items not on the list that you supply should be removed following the event as storage space is limited.