

## EMMANUEL KITCHEN GUIDELINES.

The following guidelines have been drafted for all users of our kitchen facilities.

These **MUST** be adhered to at all times in order for our kitchen to meet required Health and Safety standards and help to keep the maintenance of this area to a minimum.

The use of the kitchen is to be limited to those organisations or groups within the church body unless use has been specifically requested by individuals or external groups when hiring of the Church premises.

**The kitchen is to be used for food preparation only and NOT utilised as a separate breakout area.**

**NO unsupervised children to be allowed in the kitchen at any time.**

All users should locate the position of Fire Exits, Fire Blankets, Extinguishers and Fire Exit routes.

If any kitchen equipment or materials are to be used, an authorised individual will demonstrate how they should be safely operated.

All external organisations and those individuals who wish to use the kitchen as part of the hire agreement will be requested to sign in order to verify that they have received the appropriate instructions.

Kitchen equipment and materials are for church functions and specific on-site use only and should not be removed from the kitchen without approval of the Church Kitchen Stewards or other authorised persons.

Groups and responsible individuals are expected to leave the food service area clean. Worktops, equipment and floor surfaces must be cleaned after use, using the specified cleaning materials provided.

Please ensure that **all** equipment and utensils are returned to their **original** locations.

Rubbish is not to be left in the kitchen overnight. Place all rubbish in the kitchen waste bin or in the wheelie bins provided outside.

Towels, dishcloths, potholders and aprons which have been used must be laundered and returned to the kitchen within three days.

Wash hands thoroughly before working in kitchen at the designated wash hand basin.

Do not leave leftover food in the refrigerators. The food will be disposed of unless notified otherwise.

Any existing food items stored within this kitchen are designated for scheduled events at Emmanuel Church. **Please do not use or remove any of these items.**

Groups or individuals using the kitchen must complete a **Checklist for Use of Kitchen** and return it to the **Church Booking Officer** or **Church Kitchen Stewards**.