

Kitchen & Dining Hall Use and Checklist

Thank you for your ministry in our church community. We hope that you find the kitchen in good working order, clean and ready to use.

You will find a checklist of items that we are asking everyone who uses the church kitchen to do before leaving. We want our kitchen to be used by others, but in order to do that, it must be kept clean and tidy. Please help us achieve this goal.

Please refrain from putting anything other than food prep items on counters, butcher block cutting island or any surface where food is prepared. That includes purses, books, hats, jackets etc

Upon your arrival, please scan this list and note anything that was not completed by the previous group in the comments section..if pictures are helpful you may use them. Email facilities @ St George

Ministry/Group and /or reason for Kitchen/ and Dining Hall Use

Name: _____ Date _____

Please print

____ All counters, stoves, grill, serving carts and small appliances should be washed down after use. Please use dish soap and yellow microfiber towels.

____ All dishes, servers, utensils, pitchers, bowls, serving trays, vases must be washed preferably in the dishwasher to insure they're sanitized. Please dry and return them to the appropriate location. Nothing should be left on the countertops or in the dish drain rack.

____ Coffee urns must be emptied and washed. Coffee grinds must be put in the garbage

____ Trash must be bagged and placed in the dumpsters outside. Please replace the trash liner (found in the pot room)

____ Kitchen floor must be swept and mopped if necessary

____ Please do not leave leftover food in the refrigerator unless it can be used next day and the chair of that event agrees to using it

____ Dishcloths and towels should be put in the laundry room on top of the washer

____ Any kitchen item damaged or broken should be reported to the facilities manager

____ Please turn off all lights, the fan switch and be certain all gas on the stove/ grill is off

____ Please do not turn the stove dial to OFF Make sure it says pilot ON..on the stove dial

____ If dining hall tables/serving tables/chairs and carts were used, please wipe them with soapy water and use the yellow microfiber towels

____ If extra dining hall tables and chairs were used, please return them to the storage closet. Please stack the chairs carefully. If furnishings were rearranged, please put them back to their original state

Lastly... if you are aware of supplies that need to be restocked please email the facilities manger

We ask that you do your best to achieve our goal. Food is prepared to serve outside ministries and therefore we must be sanitary

Thank you for your understanding. We are blessed with a commercial kitchen, let's take care of it

COMMENT SECTION: