



**615 East Main St
Batesville, AR 72501
870-793-3803**

Kitchen Policy

General Policy

For our Kitchen ministry to be successful, it is important that some guidelines are followed so that the facility is clean, ready, and available when needed.

Priorities and Availability

The Kitchen is primarily used for church functions. All other facility use must be approved by the pastor and scheduled through the church office on the event calendar. Reservations can be made up to six months in advance and will be made on a first come first served basis. Recurring or annual events may be scheduled up to a year in advance. Priority for reserving church facilities will be given to certain groups and individuals. While there is no way to cover every possible scenario, the following guidelines will be used in determining what group takes priority when a conflict in scheduling arises. No scheduled event shall be “bumped” in the time period 30 days immediately prior to the event.

1. Church wide events
2. Small group Church events
3. Church members for personal use
4. Non-Profit Community Groups
5. Church members with for profit events
6. Non-church members

Costs

A \$50 deposit is required for church members who wish to reserve the Kitchen for non-church related events. A \$50 deposit and \$100 usage fee is required for non-church members and non-profit organizations. Approved individuals and groups are responsible for clean up as well as any damages incurred during the event. The \$50 deposit will be refunded once it is determined that the facility has been adequately cleaned and is free from damage. The deposit and usage fee may be waived for groups who currently use the facility on a recurring basis and are determined to be in good standing by the Pastors and Board of Trustees. A list of groups considered to be in “good standing” will be kept in the church office, and will be reviewed and maintained on a regular basis.

Terms of Use

A facility use agreement must be completed for each use of the facility.

For the safety of everyone, a member/approved lead cook must be present during any kitchen use. Anyone using the kitchen equipment must be trained on the equipment and the cleaning rules before they will be allowed to use the equipment.

Church supplies must not be used. The kitchen is stocked with food, pantry items, and paper products for church program events only. You must provide the food, supplies, and paper products for non-church program events.

You are responsible for cleaning the kitchen after use and returning it to the condition it was received for your event. The kitchen must be left in a clean and sanitary condition. This includes cook tops, griddle, tables, countertops, refrigerator, and the floor.

Sinks must be left clean and free from debris.

Serving pieces, linens, etc. are in the closet and may be checked out by church members through the church office for use on the church property only. Checkout must not interfere with a prior reservation on the event calendar. All items must be returned in the condition they were received including linens being professionally laundered or dry cleaned and any silver polished.

No children are allowed in the Kitchen unsupervised.

Although the Health Department does not regulate the kitchen, it is desired that we meet their general guidelines to reduce the chance of food bourn illness:

- All meat/food is defrosted in a refrigerator. Never at room temperature
- Separate raw and cooked/ready to eat food to prevent cross-contamination
- All workers must wash their hands frequently
- Aprons are worn by those preparing food
- Preparation surfaces are cleaned before, during, and after use
- Food is cooked and stored at appropriate temperatures
- Wear gloves when serving food
- No children unsupervised

No kitchen items will be removed or borrowed from the kitchen for any reason. Any take-out food should be sent using disposable containers.

To reduce plumbing problems, food should be removed and the dishes initially rinsed in the disposal sink prior to being placed into the triple sink for soaking.

All dishes and utensils should be washed using the dishwasher at the end of your event.

All pots, pans, trays, utensils, etc. must be returned to their proper place.

Kitchen dishtowels and washcloths should be rinsed and placed in the laundry basket.

All leftover items must be removed from the refrigerator/freezer at the end of each event.

Make sure all cooking equipment is turned off and the outside kitchen door is locked when you leave.

Smoking is not permitted inside any of the facilities or on the grounds at First United Methodist Church.

The consumption of alcoholic beverages is not permitted on the property of First United Methodist Church including the parking lots and grounds. No food or beverages are allowed outside of the Fellowship Hall and Parlor for non-church events.

You will be responsible for any property damage incurred during the use of the facility.

Turn lights off.

Ensure that all exterior doors, including the kitchen door, are locked and all keys are returned to the church office.

All garbage must be carried to the outside dumpster. Watch for leaking bags. Recycling is encouraged. A recycling bin is located outside.

When reserving the Kitchen please also review the Facility Use policy as this policy covers a wide variety of topics and is applicable to anyone who uses any area of the church. When applicable, please also refer to the Grammer House Policy and Wedding Policy.

Facility and Kitchen Cleaning Checklist

- Room arrangement returned to original setup
- Property free from damage
- All garbage and recycling carried to dumpster/ recycling bin
- Tables wiped clean
- Floors swept and mopped if needed or vacuumed
- All special equipment is put away
- Restrooms checked to be sure they are left in the same manner they were found. Empty trash as needed.
- All dishes and utensils washed and put away.
- Kitchen area cleaned including cook top, table, countertop, floor, and refrigerator.
- Sinks left clean.

- No leftover food items in refrigerator or freezer.
- All cooking equipment turned off.
- Kitchen Towels and dish cloths placed in laundry basket
- Parking lot and grounds left free from litter
- All lights turned off
- All exterior doors locked. (Be sure to check the back kitchen door.)
- All keys returned to church office