

Hillside Wesleyan Church

Kitchen Use Guidelines

1. GENERAL BUILDING USE. All policies outlined in the building use policy also apply to the use of the kitchen.
2. FOOD
 - a. When people from your ministry bring food in ahead of an event and it is left in the kitchen, please place a sign on it with the name of the event and date it will be used.
 - b. When the event is over all the food brought in for the event should be given to the workers, a needy family, or the soup kitchen. Please do NOT leave leftovers in the refrigerator. Please also remove empty pop cans or bottles.
 - c. Drink mix that is leftover can be left in the pantry for future ministry events.
 - d. **NO BEVERAGES CONTAINING RED DYE of any kind are permitted.**
3. DISHWASHING
 - a. All pots, pans, dishes, silverware and utensils shall be washed and put back where they came from. Do not leave items out in the drainer or on the work table.
 - b. All paper products, plastic silverware, cups, cream & sugar, etc. should be put back in the cupboards. **THE BASIC RULE IS TO PUT WHAT YOU USE BACK WHERE IT BELONGS.**
4. GARBAGE should be placed in the garbage cans provided. The custodial staff will then move the garbage to the dumpster. Please do not overload the cans.
5. WET/DIRTY DISH TOWELS AND CLOTHS should be put in the appropriate bin in the kitchen.
6. COFFEE POTS should be rinsed, dried, and put back where you found them. Make sure that the burners on the Bun coffee maker and the warming plates are turned off.
7. COUNTERS should be left completely cleaned off and wiped down. Tables should be wiped down.
8. Dish clothes and towels are not to be used to wipe up spills on the floor. Please use paper towels for floor spills.